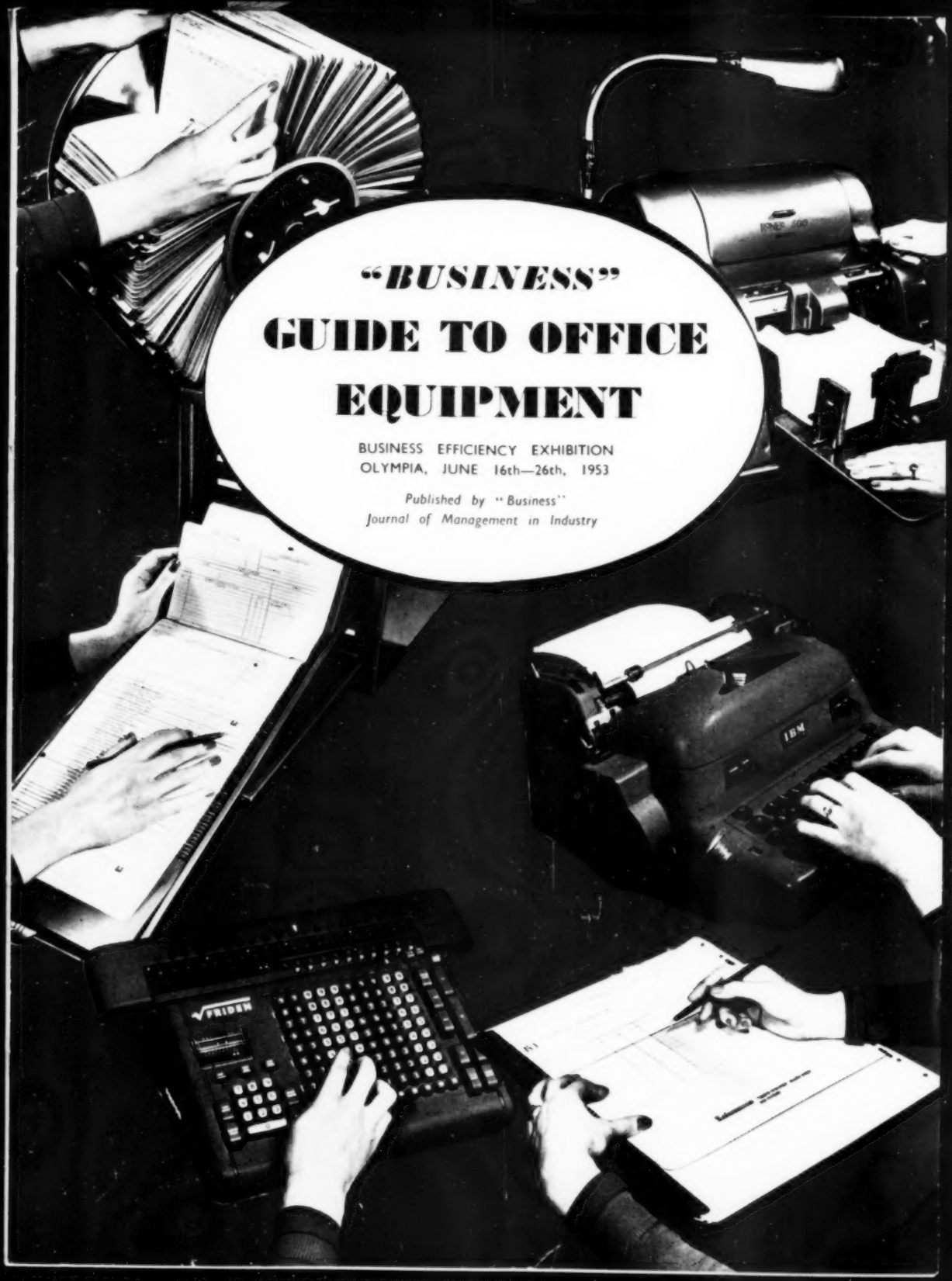

"BUSINESS" GUIDE TO OFFICE EQUIPMENT

BUSINESS EFFICIENCY EXHIBITION
OLYMPIA, JUNE 16th—26th, 1953

Published by "Business"
Journal of Management in Industry

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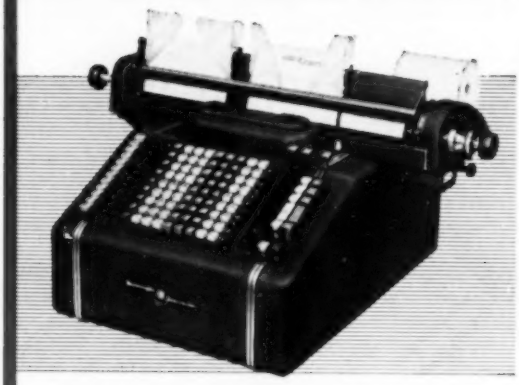

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"BUSINESS"

Guide to Office Equipment

Mid-June, 1953

This Guide has been compiled by BUSINESS, Journal of Management in Industry, and is published on the occasion of the Coronation Business Efficiency Exhibition. Annual subscribers to BUSINESS will receive this Guide free and post free. Others interested may buy copies at 2s. 6d. post free, on application to the publishers, Business Publications, Ltd., 180 Fleet Street, London, E.C.4, or to the BUSINESS Stand at the Exhibition.

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"BUSINESS"

Guide to Office Equipment

Published on the occasion of the 1953 Business Efficiency Exhibition

Why I Believe in Modern Office Equipment and Methods

By SIR MILES THOMAS, D.F.C., M.I.Mech.E., M.S.A.E.
Chairman of B.O.A.C.

In an interview with ROBERT SPARK

On the eve of this year's Business Efficiency Exhibition, which he is to open, Sir Miles Thomas granted an exclusive interview to Robert Spark, associate editor of BUSINESS. Sir Miles (seen on right in picture below) showed great interest in, and knowledge of the latest developments in office appliances and their uses, and his replies to questions on this subject and on other important management topics are here published.

Modern machines cut out unnecessary work—There is plenty of scope for the improvement of office efficiency and for streamlining administration. I have tried to improve office methods at B.O.A.C. by using modern machines such as mechanized accounting equipment, dictating machines, internal telephones. There is a wide field for the application of business efficiency methods in an airline. We have to cut out unnecessary work. One instance of this is at Airways Terminal where we use mechanical conveyors to move documents from one department to another to avoid clerks wasting their time walking about.

Mechanized processes give executives time to think—The most valuable commodity in running a business is executive time. You must allow time for the executive to think ahead. By the introduction of mechanical processes you can relieve executives of routine responsibilities, leaving them time for constructive thought.

Facts produced quickly are vital to success in competitive conditions—Facts, to be of use, must be obtained and presented quickly before they become valueless. I insist on news not history. When I came to B.O.A.C., accounts could not be seen in concrete form until they were three months old. Now we get them in 10 days. This is most important because the "pulse rate" of an airline is very high and there is tremendous international competition to be faced.

Mechanization makes office work more efficient and attractive—It is important to make improvements in the human side of a business, just as it is necessary to keep pace with technical progress. Business is not a mechanism, it is an organism. We have to cut the drudgery; clerks entering columns of figures in ledgers are not creating anything. The ap-

plication of machines can mean a more skilled job which is creative and interesting. The objective at B.O.A.C. is to achieve a high degree of mechanization so that work is not only more efficient, but more attractive.

The right degree of mechanization is the responsibility of the methods department—The objective of our methods department is to see that the right degree of mechanization is achieved, and in a large organization like ours there are many points to watch. For example we have a highly developed visible system to ensure that our aircraft spares stock is adequate for repair and maintenance. At the same time it ensures that these spares are maintained at an economic level and that we are not overstocked. A smaller example is the ticketing of baggage. It must be arranged so that it is carried out quickly without wasting time and delaying aircraft. An airliner is only earning revenue when it is in the air.

Efficient telephone operators and good letterheadings are valuable public relations factors—Two things that I am particularly keen on are an efficient telephone exchange staff and good letterheadings, both are really psychological in effect, but they are important.

Written reports must be brief and logical—To go with a good letterhead you need good typing and, not least of all, good letters. There is a tendency to write round the subject; you want to get straight to the point and avoid "Whitehallese." I think it is a good thing for managers to go through the carbons of their executives' letters periodically and bluepencil redundant phraseology. It is the same with reports—I insist they be kept brief. They must start with an objective, go on to a reasoning and conclude with a recommendation.

Open offices have many points in their favour—I am in favour of open offices and we have adopted this arrangement in our building at Brentford. Open offices save space and staff tend to work as a group. The fact that there are other people around is an incentive to work. The usual objection that open offices are noisy can be overcome by modern methods of sound absorption, such as cork tile floors and acoustic tile ceilings. A large office also gives you the chance to use colour dynamics—to create a colour scheme which is attractive and conducive to work. To provide the right working atmosphere is the duty of management.

Exhibitions are a good educative influence—There is a tremendous informative value in such events as the Business Efficiency Exhibition. It is important that they are seen by the younger generation and be visited by parties from colleges and universities. Junior office workers should also see them. They should be given the same consideration when visiting stands as executives because there is always the possibility that the junior at an exhibition today may be in a position to sign the cheque in a few years time.

3 Case Histories

How B.O.A.C. Cuts Administration Costs

Sir Miles Thomas in the accompanying interview stressed the importance of mechanization in cutting administration costs. Here is how the B.O.A.C. Methods Section does it.

IN the many departments of B.O.A.C., are examples of the office appliance industry's products. They range from handwritten recording systems to punched card equipment. As in other concerns, these systems and machines must be allocated and used effectively to gain the maximum benefit from them. The same rule applies equally to office staff. To see that men and machines are employed to the best advantage and that the work flow and procedures produce results quickly and economically is the job of the methods section. Its task is one of streamlining and it is just as important as streamlining a Comet airliner. To give some idea of the results obtained from investigations by the methods section, "Business" obtained three case histories from B.O.A.C. All of them are comparatively simple, yet the savings were considerable, and they have been deliberately selected for their applicability in many businesses.

Case History No. 1.

Machine Increases Speed and Efficiency

When the methods section was investigating the wages and P.A.Y.E. department the problem arose of the stamping of National Health Insurance cards. The method employed at that time was that of sticking stamps on the cards by hand. This required a staff of three full time clerks and one part time clerk. The number of cards involved was 6,000.

Adoption of a National Health Insurance franking machine in the wages and P.A.Y.E. department not only saved staff but allowed more cards to be handled and gave a greater degree of control

Routine figures?

It's the girl behind a Burroughs who gets through most in a day

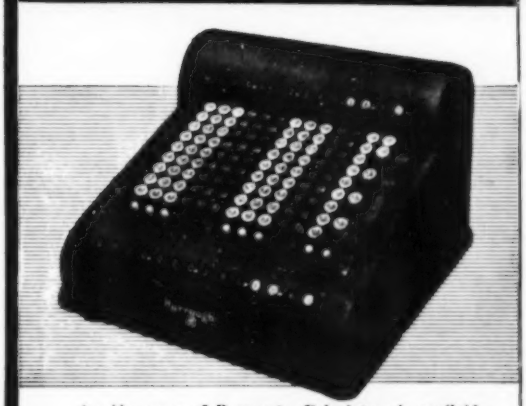
SEE IT PROVED TO YOUR OWN SATISFACTION AT THIS YEAR'S B.E.E.

(Burroughs will be showing their range of Adding and Calculating Machines on Stand 60/69)

PRODUCTION UP, EFFORT DOWN

Burroughs Adding-Subtracting Machines, in from 8 to 13 columns capacity, all have the famous "Short-Cut Keyboard" which considerably increases the amount of work an operator can do without extra effort.

PRODUCTION UP AT LEAST 20%



A wide range of Burroughs Calculators is available. Duplex models eliminate the rehandling of figures, greatly reduce the number of key-depressions—in practice, give at least 20% higher output.

Count on Burroughs

BURROUGHS ADDING MACHINE LIMITED, AVON HOUSE, 356-366 OXFORD STREET, LONDON, W.1
SALES AND SERVICE OFFICES IN PRINCIPAL CITIES

Investigation showed that it could be done more quickly and efficiently by machine. With a National Health Insurance franking machine all that was necessary was to insert the card, pull a handle and the job was done. Different franking units for varying amounts were easily interchangeable and there were no difficulties on that score. The advantages were its simplicity, greater degree of control, higher speed of operation. The machine was installed and resulted in the staff being reduced to one full time clerk and one part time clerk. This smaller staff coped with an increased number of cards (7,250) without difficulty.

By using special stationery and the appliance shown in this picture the central cash office reduced staff, cut stationery requirements and increased accuracy

Case History No. 2.

One Writing System Saved Staff and Stationery

A problem in the central cash office was how to reduce a number of writing operations. The function of this department is to pay staff expense claims, receive debtor cheques, receive sterling cheques from overseas and cash staff cheques in the U.K. Normally the department deals with between 6,000 and 7,000 cheques a month.

The procedure was to complete—separately—a receipt, a posting slip in triplicate (copies going to the punched card department, central accounts and one book copy being retained), a bank lodgement form, and a cash sheet entry (for cash office records). Three people were employed full time on this work.

The answer was to introduce a specially designed set of carboned stationery using an appliance for the preparation of these documents at one writing. This enabled the receipt, posting slip, bank lodgement form and cash sheet to be produced simultaneously. This system saved one clerk, cut the stationery required and increased accuracy. It also was simple to use and no extensive training of staff was necessary. This system has now been extended to other sections of the organization with similar operating economies.

Case History No. 3.

New Invoicing Procedure Saved £6,000 a Year

This case history concerned the invoicing procedure at Airways Terminal, Glasgow Terrace, Brentford and London Airport for the despatch of cargo. About 2,500 consignments were accepted each week for export at Glasgow Terrace (a freight receiving centre which is no longer used).) Invoices were prepared by the cargo sales accounts section at Brentford and this required a total staff of 21, costing £7,600 per year. The intake of cargo at London Airport averaged 1,500 consignments per week and the invoicing and associated procedures needed a staff of four, costing £1,650 per year. As the methods used at the two centres differed, the costs were not directly comparable.

For more economic working a new type of consignment note was devised. By arranging for an invoicing form of special design to be bound in, the two jobs were combined. The process of typing the consignment note also produces the invoice, giving complete details of the cargo and charges, which can be sent to the shipper with his copy of the consignment note.

The benefits from the new procedure were as follows:

1.—No separate invoicing process was involved.

2.—Invoice and consignment notes agree automatically.

3.—Shipper's requirements for additional information on the invoice are met without special action being necessary.

4.—Cost of separate envelopes and postage for the invoices is saved and the operation eliminated.

5.—The system of control is simpler and more effective and ensures that all items are charged.

The final, and by far the largest, economy was in the reduction of staff. The total of 25 employed at the two centres (London Airport and Brentford), was, with the introduction of the new system, reduced to only eight with a saving of £6,000 per year.

These three examples show how much can be done through investigating existing procedures and by the employment of modern methods and equipment. They are a part—and an important part—of the Corporation's drive under Sir Miles Thomas' active leadership to put B.O.A.C. in the top position among the world's airlines.

Combined consignment note and invoicing set seen here saves £6,000 per year and benefits shippers as well

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Sales and Service from seventeen Branches in Great Britain

INDEX No. I

Office Equipment Manufacturers and Distributors

Alphabetical Guide to Names, Addresses, Telephone Numbers, List of Products

★ **ABBOTT BROS. (SOUTHALL), Abbess Works, Southall, Middx. Southall 1357. Stand 1/22a.**
Desks, tables, chairs, executive furniture, plan files, drawing office furniture, filing cabinets, roll-front cabinets, costumers and accessories.

ACROW (ENGINEERS), Ltd., South Wharf, London, W.1. Ambassador 3456.
Steel mobile storage equipment, static shelving, cabinets, lockers, mobile filing cabinets, desks and office furniture, partitioning and counters.

★ **ADDRESSALL MACHINE Co., 11-13, Southampton Row, London, W.C.1. Holborn 3571-2. Stand 32.**
Addressing and sheet listing machines, continuous stationery feed, individual form feed and stencil typing machines.

★ **ADDRESSING MACHINES, HAYWARD, Ltd., 62, Britton St., Clerkenwell Rd., London, E.C.1. Clerkenwell 5861-2. Stand 43a.**
Addressing machines and attachments.

ADDRESSOGRAPH - MULTIGRAPH, Ltd., Maylands Ave., Hemel Hempstead, Herts. Boxmoor 3730. Stand 17/25.
Addressograph addressing and listing machines, Visi-Desk filing cabinets, Graphotype embossing machines, Multilith and Multigraph duplicators.

★ **ADREMA, Ltd., Telford Way, East Acton, London, W.3. Shepherds Bush 2091. Stand 49.**
British addressing machines and business systems.

★ **ALPA PLASTICS, Ltd., 137, Blenheim Crescent, London, W.11. Park 9369. Stand 23.**
Machine posting equipment, storage binders, filing trays, plastic covers and ring binders.

AMBIDEX EQUIPMENT Co., 24, Coleman St., London, E.C.2. Monarch 3363.
Sorting and temporary filing equipment and systems. Visible filing equipment.

AMSELOCK (FILING AND RECORDS EQUIPMENT), Ltd., 33, Kinnerton St., London, S.W.1. Sloane 8855-6.
Filing and records equipment. Multi-Purpose desk assembly, cabinet assemblies and cabinet assembly to accommodate microfilm cartons and records.

★ **GEORGE ANSON & Co., Ltd., 5, Copthall Bldgs., Copthall Ave., London, E.C.2. Monarch 4321. Stand 94.**
Anson P.A.Y.E. machine, Multipost accounting machine and Mercury recorder.

★ **ART METAL CONSTRUCTION Co. 199-203, Buckingham Palace Rd., London, S.W.1. Sloane 5201. Stand 39.**
Steel office furniture, sectional partitioning and storage equipment; visible files, machine accounting systems, rotary card files, suspended and other filing systems; desks and tables.

★ **ASTON CABINET Co., Ltd., Astrola Works, Roebuck Lane, West Bromwich, Staffs. Western 0717. Stand 106.**
Wood office furniture including office tables, desks, book-cases, etc.

★ **AUTOMATICKET, Ltd., 195, Wardour St., London, W.1. Gerrard 3482-3. Stand 18.**
Makers and distributors of automatic ticket issuing machinery.

BANCROFT FOLDING MACHINES, Ltd., Reginald St., Luton, Beds. Luton 3081.
Folding machines.

W. B. BAWN & Co., Ltd., Byron Works, Blackhorse Lane, London, E.17. Larkswood 4411-4.
Helmsman steel clothes lockers, cupboards, shelving, store bin units and Vedette steel desks.

BELL-BARN, Ltd., 116, Oldbury Rd., Smethwick 40, Staffs. Smethwick 2415.
Manufacturers of wooden office furniture including desks, tables, filing cabinets and chairs and distributors of steel equipment and filing systems.

★ **BLICK TIME RECORDERS, Ltd., 96-100, Aldersgate St., London, E.C.1. Monarch 6256. Stand 80.**
Time recorders, watchmen's clocks, master clock systems and staff location systems.

★ **BLOCK & ANDERSON, Ltd., 58-60, Kensington Church St., London, W.8. Western 2531. Stand 101/102.**
Duplicators, calculating machines, adding machines, addressing machines, letter opening machines, letter sealing machines, visual control boards, ledger posting machines, production control machines and systems and specialized systems machines.

BOOSEY & HAWKES, Ltd., Electronics Division, Sonorous Works, Edgware, Middlesex. Edgware 5581.
Tape and wire recording machines for office dictation including midget spring driven battery operated tape recorders.

A. BREUER & Co. Ltd., 57, Fairfax Rd., London, N.W.6. Maida Vale 1271.
Rotary stencil and spirit duplicators, folding machines, letter opener, photographic reflex equipment, rotary pencil sharpener, type cleaner and latex foam office cushions.

BRITISH EAST-LIGHT, Ltd., Broadway, Barking, Essex. Rippleway 2647.
East-Light series of letter files and allied products.

★ **BRITISH OLIVETTI, Ltd., 10, Berkeley Square, London, W.1. Grosvenor 6161. Stand 66.**
Standard, portable and electric typewriters, adding/listing machines, printing calculators and teleprinters.

★ **BRITISH TABULATING MACHINE Co., Ltd., The, 17, Park Lane, London, W.1. Regent 8155. Stand 59/70.**
Punched card machines and equipment, Colangular punched card accessories.

★ **BRITISH TYPEWRITERS, Ltd., Queen St., West Bromwich, Staffs. West Bromwich 0781. Stand 72.**
Typewriters and accessories.

BRITISH UNIVERSAL E.M.E., Ltd., 36, Victoria St., London, S.W.1. Abbey 5457.
Retalker magnetic tape dictating machine and the Long Time recording equipment for recording up to 24-hour periods.

F. C. BROWN, Queen's Rd., Bisley, Surrey. Brookwood 2373, 3131.
Steel equipment including card index cabinets, cupboards, stationery cabinets, transfer cases, racks, letter trays and wastepaper tubs.

★ **B.T.L. OFFICE EQUIPMENT DISTRIBUTORS, Ltd., Queen St., West Bromwich, Staffs. West Bromwich 0781. Stand 72.**
Adding and calculating machines.

★ **BULMER'S (CALCULATORS), Ltd., 7-8, Poultry, London, E.C.2. Central 3611. Stand 24.**
Adding and adding/listing machines, accounting and book-keeping machines, calculators, duplicators, visible systems and filing systems.

★ **BURROUGHS ADDING MACHINE, Ltd., 356-366, Oxford St., London, W.1. Regent 7061. Stand 60/69.**
Adding and adding/subtracting machines, two total adding machines, calculators, multiple total adding and subtractors, book-keeping and accounting machines, receipting and validating machines, cycle billing machines, cash registering machines, microfilm recorders, readers and processors, bank cashier machines, machine accounting desk units and business machine supplies.

★ **BYRON TYPEWRITERS (JOHN JARDINE), Ltd., Arnold Rd., Basford, Nottingham. Nottingham 75141-2. Stand 30.**
Byron 54 typewriter.

H. CAPLAN (FURNITURE), Ltd., 41, Paul St., London, E.C.2. Clerkenwell 4532.
Desks of all kinds, board room furniture, book cases and general office furniture.

★ *Business Efficiency Exhibition Exhibitor*

CARSON BROS. PRODUCTIONS, 3-4, Charlotte Rd., London, E.C.2. Shoreditch 4025, 7781.
Double and single pedestal desks, writing tables, book-cases, sliding door cupboards, full pedestal desks, executive hand made three-piece desks, stationery cabinets and telephone tables.

★ **CARTER-DAVIS, Ltd., 20, Queen Elizabeth St., London, S.E.1. Hop 0204-6. Stand 85.**
Primus continuous stationery, autographic registers, typewriter attachments, accounting and P.A.Y.E. systems, and easy-to-read tax tables.

★ **CARTER-PARRATT, Ltd., Iddesleigh House, Caxton St., London, S.W.1. Abbey 3675. Stand 7.**
Visible card index systems and the Secura hand operated accounting machine.

★ **C. W. CAVE & Co., Ltd., 59, Holborn Viaduct, London, E.C.1. Central 3778. Stand 57.**
Wood office furniture and equipment, hand operated punched card system, rotary card index system, Joca letter files, visible indexes and revolving letter trays.

CENTRAL REDIFFUSION SERVICES, Ltd., Carlton House, Lower Regent St., London, S.W.1. Whitehall 0221.
Staff location and staff announcement systems.

CHATWOOD SAFE & ENGINEERING Co. Ltd., The, Shrewsbury, Shropshire. Shrewsbury 4001.
Fire-proof and burglar-proof safes, night safes, cash depositories, strong rooms, strong room doors, strong room fittings, safe deposits. Fire-proof office equipment including filing cabinets; fire-proof safe cabinets and fire-proof ledger card containers; hospital ward lockers and steel partitioning.

★ **CHUBB & SON'S LOCK & SAFE Co., Ltd., 40-42, Oxford St., London, W.1. Museum 5822. Stand 71.**
Safes, record protection ledger and card containers, safe deposit and strong-room equipment, capacity trays for posting and deed and cash boxes.

★ **COLUMBIA RIBBON AND CARBON MANUFACTURING Co., Ltd., Kangley Bridge Rd., Lower Sydenham, London, S.E. 26. Sydenham 5193-6. Stand 50.**
Ribbons for typewriters and all types of accounting machines and pre-printed master forms for spirit duplicators.

COMMUNICATION SYSTEMS, Ltd., Strowger House, 8, Arundel St., W.C.2. Temple Bar 4506.
Intercommunication, staff location and sound amplification and distribution systems. Loud-speaking intercommunication equipment and private automatic telephone exchanges.

★ **CONSTRUCTORS, Ltd., Tyburn Rd., Erdington, Birmingham, 24. Erdington 1515. Stand 40.**
Steel office furniture including desks, tables, filing cabinets, etc.; visible production, stores and progress control systems; steel partitions, shelving, cupboards, storage and clothes lockers; safes and locks.

CO-OPERATIVE WHOLESALE SOCIETY, Ltd., National Works, Dudley, Worcs. Dudley 2526-9.
Cash, ballot, deed, and transfer boxes; filing, card index, punched card and roll shutter cabinets; clothes lockers; cupboards, desks, tables, partitioning, shelving, safes and trolleys.

COPELAND-CHATTERSON Co., Ltd., The, Cope-Chat Works, Dudbridge, Stroud, Glos. Stroud 500.
Loose-leaf ledgers, machine accounting equipment, visible index systems, mobile and static storage equipment, manual wages and accounting machine, continuous stationery and attachments, Fire-proof files and safe cabinets, Paramount hand operated punched card sorting system, Slip-Post recording and posting system, Unispread data device and specialized printing including Pullaway one-time carbon sets.

COPYCAT ASSOCIATED (MARKETING), Ltd., 8, Southampton Row, London, W.C.1. Chancery 8172-9.
Copycat and Duplomat reflex photo-copying equipment and subsidiary equipment.

COX & Co. (WATFORD) Ltd., Watford By-Pass, Watford, Herts. Watford 5631-5.
Tubular steel furniture for office, factory and canteen use.

CREED & Co., Ltd., Telegraph House, Croydon, Surrey. Croydon 2121.
Communication equipment including teleprinters, high speed morse equipment and facsimile apparatus —the Desk-Fax.

★ **DACRON, Ltd., 32, Fitzroy Square, London, W.1. Euston 4751-2. Stand 80a.**
Plan-o-Matic visual control systems

★ **DAPAG (1943), Ltd., 7-8, Bailey, London, E.C.4. City 5373-6, 6503-6. Stand 78/100.**
All kinds of ticket, tag, label and carton printing machines, together with every type of label, ticket or tag in roll, strip or single style.

DARE INGLIS PRODUCTIONS, Ltd., Du-al House, Byron Rd., Harrow, Middx. Harrow 5141-4.
Tubular steel furniture, typists', executives' and general purpose chairs, industrial seating, canteen furniture and trolleys, stacking chairs and tables, theatre and public hall seating, hospital equipment gown rails, bar stools, shoe store seating and juvenile furniture.

★ **DEFINAC, Ltd., 22, Hocroft Ave., London, N.W.2. Hampstead 0261. Stand 61.**
Multiple posting systems and supplies, visible records and machine posting equipment.

JOHN DICKINSON & Co., Ltd., Apsley Mills, Hemel Hempstead, Herts. Boxmoor 124.
Envelopes, stationery (personal, commercial, household and continuous), account books, paper and board, packaging material, containers, labels, tags, photographic albums and accessories and cards for every purpose.

DICTAPHONE Co., Ltd., 17-19, Stratford Place, London, W.1. Mayfair 7363.
Time-Master Dictaphone dictating and recording machines.

DICTOGRAPH TELEPHONES, Ltd., Abbey House, Victoria St., London, S.W.1. Abbey 5572-6.
Intercommunication loudspeaking telephones (direct key and combined direct key and automatic dialling types), automatic intercommunicating telephones, staff location systems and impulse clock and timing systems (including impulse clocks, secondary dials, time recorders, job costers and programme signalling instruments).

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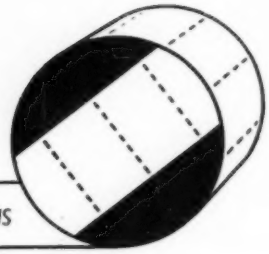

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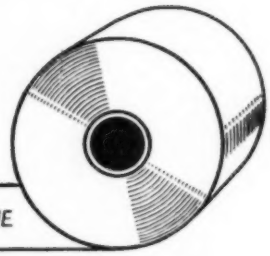

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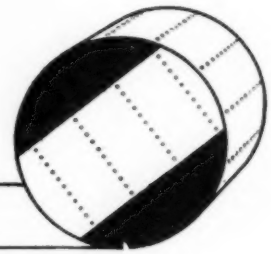

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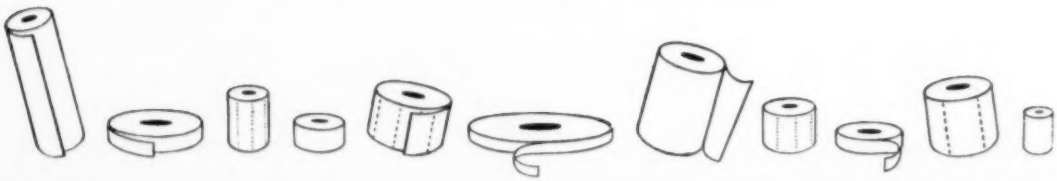

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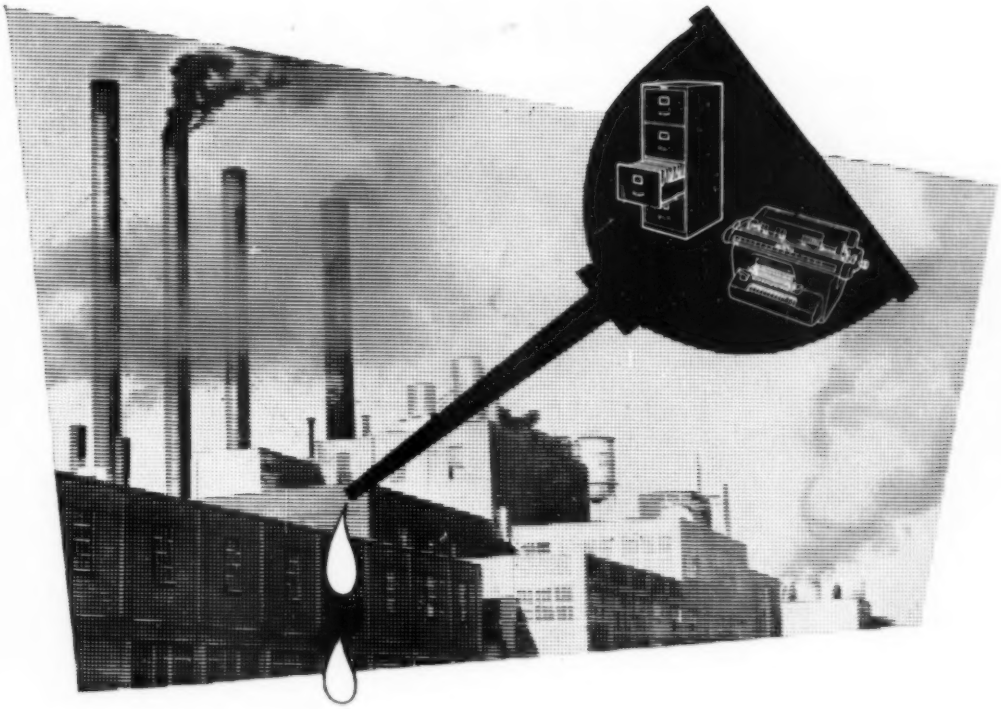
Continued on page 18



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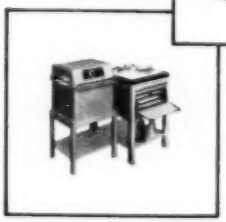

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E. SHIPTON & Co., Ltd., Ferndown Works, Northwood Hills, Middx. Pinner 1103-5.
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SHUNIC, Ltd., 70, Upper Richmond Rd., London, S.W.15. Vandyke 2231.
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SIMPOLES, Ltd., Blackfriars St., Manchester, 3. Blackfriars 2841-2.
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SORTERGRAF Co., The, Aldwych House, Aldwych, London, W.C.2. Holborn 3570.
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SOUTHERN BROS., St. George's Rd., Bolton, Lancs. Bolton 2577.
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STANDARD TELEPHONES Co., The, 57, Farringdon Rd., London, E.C.1. Chancery 5561. Stand 84.
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★ **STANDARD TELEPHONES AND CABLES, Ltd., Industrial Supplies Division, Footscray, Kent. Footscray 3333.**
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STERDY TELEPHONES, Ltd., 180-182a, Tottenham Court Rd., London, W.1. Museum 6388.
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★ **STOLZENBERG PATENT FILE Co., Ltd., 14, Queen Victoria St., London, E.C.4. City 1078. Stand 15.**
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SUMMERFELDS, Ltd., 67, Victoria St., London, S.W.1. Victoria 1000.
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SWALLOW MANUFACTURING Co., Ltd., Atlantic House, Holborn Viaduct, London, E.C.1. Central 7282.
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JOHN TANN, Ltd., 117, Newgate St., London, E.C.1. Monarch 8911.
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★ **TAN-SAD CHAIR Co. (1931), Ltd., The, Avery House, Clerkenwell Green, London, E.C.1. Clerkenwell 3192-4. Stand 41.**
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TELEPHONE RENTALS, Ltd., Kent House, Rutland Gardens, London, S.W.7. Kensington 9201-5.
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TELE-VOX (LONDON), Ltd., 5, Bourne St., Sloane Square, London, S.W.1. Sloane 9884-5, 3583.
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THAMES FILING Co., Ltd., The, 43-45, Brunel Rd., London, W.3. Shepherds Bush 3051.
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TRADE LOOSE LEAF Co., Ltd., The, 92-102, Bradford St., Birmingham, 12. Victoria 2511.
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TREVOR-JOHNSTONE Co., Ltd., The, 14, Berkeley St., London, W.1. Grosvenor 3871.
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Typewriters, calculating machines and book-keeping machines.

★ **UNDERWOOD BUSINESS MACHINES, Ltd., 4-12, New Oxford St. London, W.C.1. Chancery 3131. Stand 14/28.**
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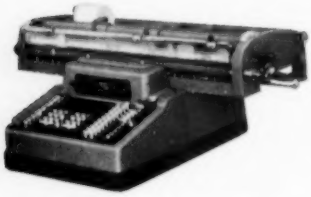


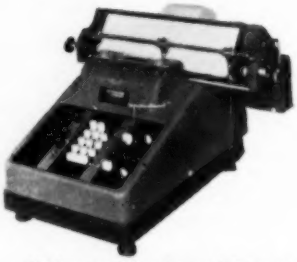
Underwood Sundstrand Class "D" Accounting Machine

See these machines on

STAND N° 14/28

Business Efficiency Exhibition Olympia

June 16—26



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★ **FRANK WILSON & Co., Cross St., Southport, Lancs. Southport 2133. Stand 81.**
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Steel safes, strong room doors and frames, cash and jewel boxes, wall safes and filing cabinets.

★ *Business Efficiency Exhibition Exhibitors*

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Firms exhibiting at the Business Efficiency Exhibition have their stand numbers alongside their names

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Coin Counting, Sorting and Issuing Machines

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Frank R. Ford, Ltd. Stand 26.
Gutteridge Sampson, Ltd.
Maxlove (Continuous), Ltd.
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Ofrex, Ltd. Stand 55.
Valmor, Ltd.

Envelope Opening Machines

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Filing Cabinets, Metal

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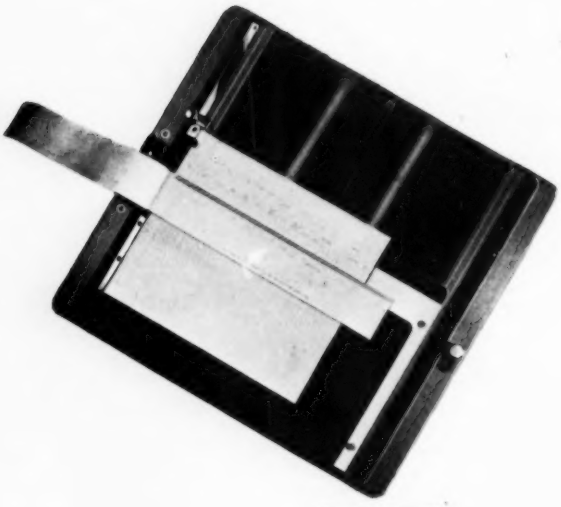

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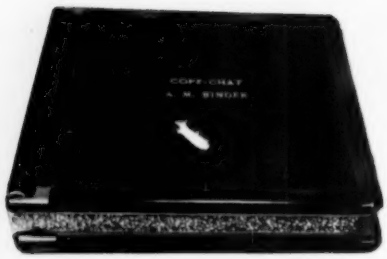

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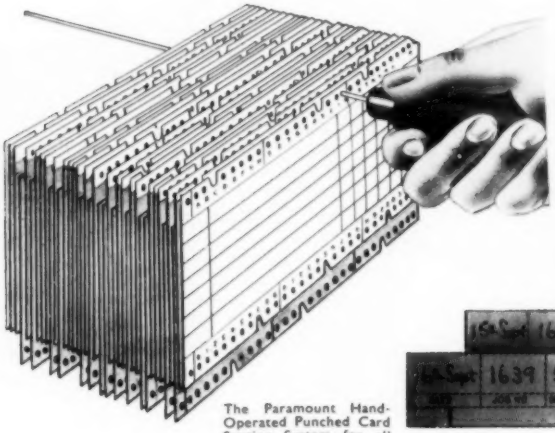

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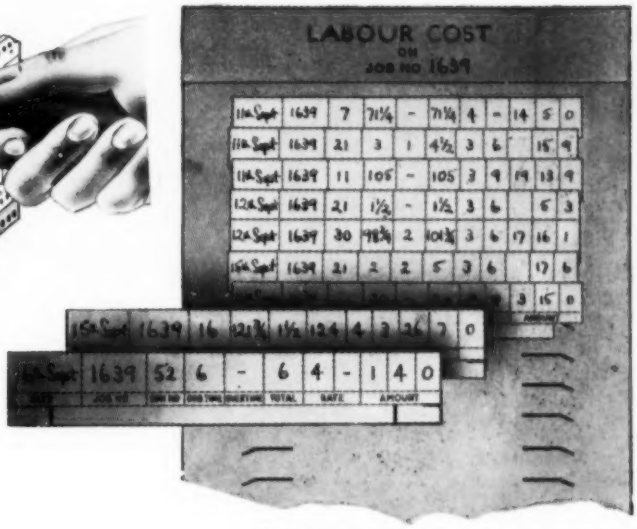

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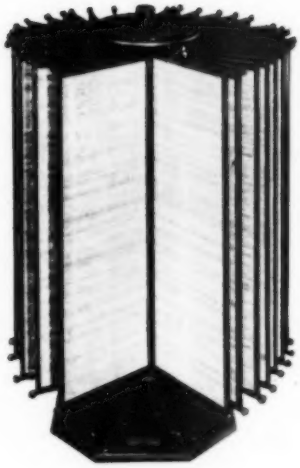

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Sankey-Sheldon, Ltd. Stand 65.
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Copeland-Chatterson Co., Ltd., The.
Definac, Ltd. Stand 61.
IBM United Kingdom, Ltd. Stand 68.
Percy Jones (Twinlock), Ltd. Stand 2.
Kalamazoo, Ltd. Stand 47.
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Valmor, Ltd.
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Punched Card and Ancillary Equipment

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British Tabulating Machine Co., Ltd., The. Stand 59/70.

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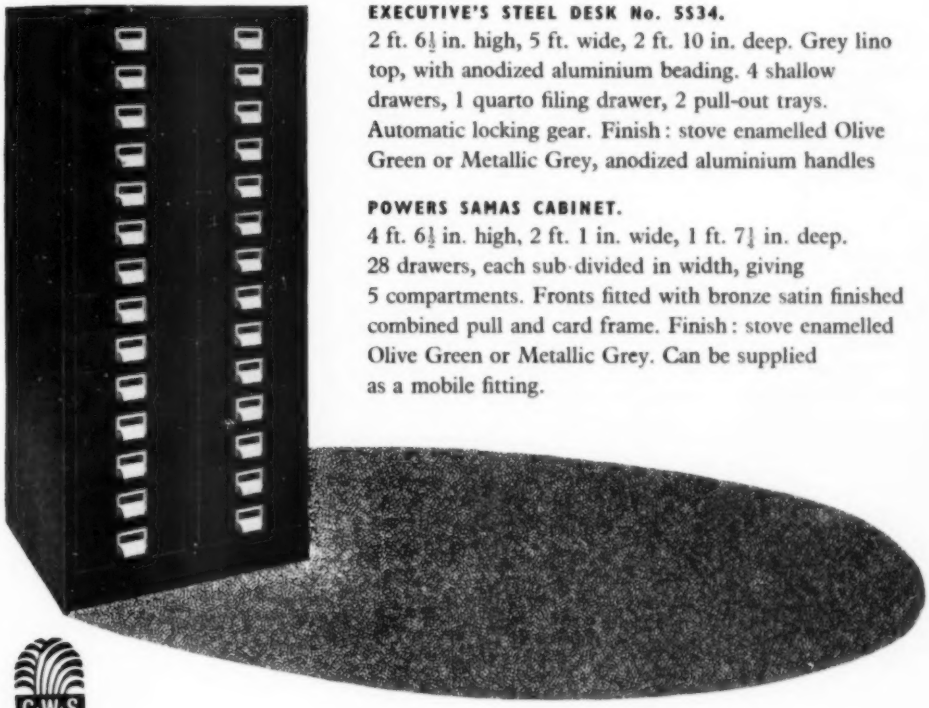

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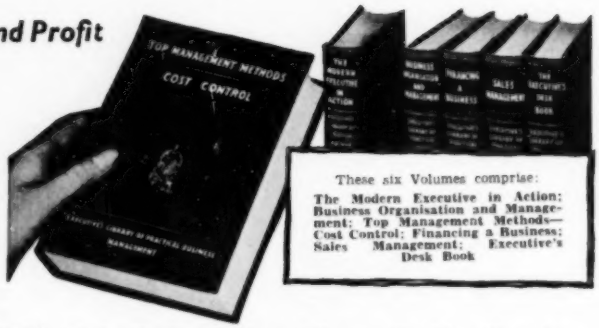

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E. Shipton & Co., Ltd.
Telephone Rentals, Ltd.

INDEX No. 3

Alphabetical Guide to Trade Names of Office Equipment

A

ABBESS—wood office furniture and accessories. Abbot Bros. (Southall). Stand 1/22a.
A.B.C.—wood office furniture. H. Caplan (Furniture), Ltd.
ACCOUNTANTS—double pocket covers. Stolzenberg Patent File Co., Ltd. Stand 15.
ACCOUNTANT CLASS—cash registers. Universal Cash Register Co. (1951), Ltd.
ACE—stapling machines and staple removers. Standard Office Supplies Co., The. Stand 84.
ACE CLIPPER—undulated staples. Standard Office Supplies Co., The. Stand 84.
ADDO—adding/listing and accounting machines. Bulmer's (Calculators), Ltd. Stand 24.
ADD-MASTER—adding/listing machine. Muldivo Calculating Machine Co., Ltd. Stand 90.
ADDRESSOGRAPH—addressing and listing machines. Addressograph-Multigraph, Ltd. Stand 17/25.
ADJUSTEEL—metal shelving. Constructors Ltd. Stand 40.
ADLER—typewriters and accounting machines. T.S. (Office Equipment), Ltd. Stand 76.
ADMEL—drawing office equipment and office and drawing office photocopying equipment. Lawes Rabjohns Ltd. Stand 44.
ADMINDEX—strip and flat tray index systems and equipment. Carter-Parratt, Ltd. Stand 7.
AGAPHONE—dictating and recording machine. M. & L. Haycraft, Ltd.
AIRLINE—metal desks and tables. Art Metal Construction Co. Stand 39.
AIR-O-FOAM—latex-foam office cushions. A. Breuer & Co., Ltd.
AJAX—metal card index cabinets. Standard Office Supplies Co., The. Stand 84.
A.K.—thong binders. National Loose Leaf Co., Ltd.
ALACRA—continuous stationery, form feeding attachments and autographic registers. W. H. Smith & Son, Ltd. Stand 91.
ALLIANCE—desk wallet. Stolzenberg Patent File Co., Ltd. Stand 15.
ALPA—machine posting equipment, binders, filing trays, etc. Alpa Plastics Ltd. Stand 23.
ALPHA-DECIMAL — correspondence filing system. Carter-Parratt, Ltd. Stand 7.
A.M.—thong loose-leaf binder. Copeland-Chatterson Co., Ltd. The.
AMBIDEX—sorting and filing systems. Ambidex Equipment Co.
AMSELOCK—filing systems and equipment. Amselock (Filing and Records Equipment), Ltd.
ANSON—P.A.Y.E. and accounting machines. George Anson & Co., Ltd. Stand 94.
ANTARES—hand operated calculator. T.S. (Office Equipment), Ltd. Stand 76.
ARCLIGHT—office furniture, filing cabinets, photocopying equipment, storage equipment, seating and filing equipment. E. N. Mason & Sons, Ltd.
ART METAL—steel office furniture, partitioning and storage equipment. Art Metal Construction Co. Stand 39.
ASHLEY—letter files. Trade Loose Leaf Co., Ltd., The.
ASTROLA—wood office furniture. Aston Cabinet Co., Ltd. Stand 106.
A.T.M. — intercommunication and sound amplification systems. Communication Systems, Ltd.
AUTOBILL—bill issuing machine. Automaticket, Ltd. Stand 18.
AUTOCLIP—factory attendance time recorder. Blick Time Recorders, Ltd. Stand 80.
AUTOFEED—automatic suction feeds for addressing machines. Addressing Machines Hayward, Ltd. Stand 43a.
AUTOMATIC 260—electric duplicator. Gestetner, Ltd. Stand 64/67.
AUTOMAT 8—calculating machine. Office Machinery, Ltd. Stand 74.
AUTOPLIC—flat opening carbon copy books. Lamson Paragon Supply Co., Ltd. Stand 36/52.

B

BANDA—spirit duplicators and systems machines. Block & Anderson, Ltd. Stand 101/102.
BANDAMAIL—letter opening and sealing machines. Block & Anderson, Ltd. Stand 101/102.
BANDARETTE—hand operated spirit addressing machine. Block & Anderson, Ltd. Stand 101/102.
BANDEX—pocket visible index equipment. Copeland-Chatterson Co., Ltd., The.
BANKDEX—visible strip index equipment. Bulmer's (Calculators), Ltd.
BANTAM—flat bed ink duplicators. Ellams Duplicator Co., Ltd. Stand 103.
BARCO—ribbons and carbon papers. W. J. Richardson & Sons, Ltd.
BATES — stapling machines and staples, telephone index and numbering machines. Magowan & Co., Ltd.
BECKENHAM — loose-leaf ledger. Percy Jones (Twinlock), Ltd. Stand 2.
BEDFORD—wood executive desks. C. W. Cave & Co., Ltd. Stand 57.
BELL-BARN—wood office furniture. Bell-Barn, Ltd.
BINDALL—loose leaf binders. Percy Jones (Twinlock), Ltd. Stand 2.
BISLEY—metal card index cabinets, cupboards, letter trays, etc. F. C. Brown.
BIZADA—flat-tray and strip index equipment. Carter-Parratt, Ltd. Stand 7.
BLACK DIAMOND—typewriter carbon paper. Columbia Ribbon & Carbon Mfg. Co., Ltd. Stand 50.
BLACK PRINCE—loose-leaf sectional post binder. Percy Jones (Twinlock), Ltd. Stand 2.
BLUE-BACK—pencil carbon. Ofrex, Ltd. Stand 55.
BLUE BOX—staples. Standard Office Supplies Co., The. Stand 84.
BLUE DIAMOND—four post binders. National Loose Leaf Co., Ltd.
BLUE STANDARD—four post binders. National Loose Leaf Co., Ltd.
BRADFORD—thong binder and document wallet. Trade Loose Leaf Co., Ltd., The.
BRADMA—addressing machines and equipment. Adrema, Ltd. Stand 49.
BRANDT—wages paying machine. R.A.L., Ltd.
BRISTOL—wastepaper tub. Standard Office Supplies Co., The. Stand 84.
BRITANNIC—hand operated calculating machines. Muldivo Calculating Machine Co., Ltd., The. Stand 90.
BROOKLANDS—drawing office stand. Lawes Rabjohns, Ltd. Stand 44.
BRUNSVIGA—hand operated and electric calculating machines. Block & Anderson, Ltd. Stand 101/102.
BUCKFAST—document wallet. Trade Loose Leaf Co., Ltd., The.
BULMERDEX—visible card index equipment. Bulmer's (Calculators), Ltd. Stand 24.
BUXTON—steel board clip. Standard Office Supplies Co., The. Stand 84.
BYRON—standard typewriter. Byron Typewriters (John Jardine, Ltd.). Stand 30.

C

CADET—ring binders. Trade Loose Leaf Co., Ltd.
CALL-BACK — absence indicator. Dictograph Telephones, Ltd.
CAMLOCK—loose-leaf ledger. Percy Jones (Twinlock), Ltd. Stand 2.
CAMPHILL—transfer case. Trade Loose Leaf Co., Ltd.
CANTERBURY — wood executive suite. C. W. Cave & Co., Ltd. Stand 57.
CANTIBEND—chairs. Milners Safe Co., Ltd. Stand 82/96.
CAPACITY—document wallets. Trade Loose Leaf Co., Ltd.
CAPACITY—loose-leaf ledger. Percy Jones (Twinlock), Ltd. Stand 2.
CARBAC—carbonized books and forms. Lamson Paragon Supply Co., Ltd. Stand 36/52.
CARBNPAD—carbon paper pack. Columbia Ribbon & Carbon Mfg. Co., Ltd. Stand 50.
CARD-INDESK—vertical visible card index desk. Carter-Parratt, Ltd. Stand 7.
CARDWHEEL—rotary card index equipment. C. W. Cave & Co., Ltd. Stand 57.
CAVEDEX—strip index system. C. W. Cave & Co., Ltd. Stand 57.

Firms exhibiting at the Business Efficiency Exhibition have their stand numbers alongside their names

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CAVEDEX JUNIOR—visible books. C. W. Cave & Co., Ltd. Stand 57.
C.D. SERIES—steel desks. Roneo, Ltd. Stand 42/46.
CERTOPOST—book-keeping accuracy control machine. Sumlock, Ltd. Stand 34/54.
CHAINDEX—linked record cards with visible titling. Remington Rand, Ltd. Stand 35/53.
CHARTERHOUSE—revolving letter trays. C. W. Cave & Co., Ltd. Stand 57.
CHATWOOD — safes, strongroom equipment, safe cabinets and files, etc. Chatwood Safe & Engineering Co., Ltd., The.
CHECKER—cheque writing machine. Office Machinery, Ltd. Stand 74.
CHUBB—safes, strongroom equipment, record protection cabinets and files, posting equipment. Chubb & Son's Lock & Safe Co., Ltd. Stand 71.
CIVIC—minute books. Trade Loose Leaf Co., Ltd., The.
CLAMPO—non-perforate binder. Stolzenberg Patent File Co., Ltd. Stand 15.
CLASSIC—ring binders. Trade Loose Leaf Co., Ltd., The.
CLASSIC—typewriter ribbons. Columbia Ribbon & Carbon Mfg. Co., Ltd. Stand 50.
CLEARLITE — electric addressing plate embosser. Adrema, Ltd. Stand 49.
COLANGULAR—punched card accessories. British Tabulating Machine Co., Ltd., The. Stand 59/70.
CLIFTON—document wallets. Trade Loose Leaf Co., Ltd., The.
CLIPPER—time recorder. Gledhill-Brook Time Recorders, Ltd., The. Stand 63.
C.M. SERIES—storage equipment. Roneo, Ltd. Stand 42/46.
COLLATOR—correspondence sorting device. Stolzenberg Patent File Co., Ltd. Stand 15.
COLLEGE—loose leaf ring books. Percy Jones (Twinlock), Ltd. Stand 2.
COMET—stapling machine. Ofrex, Ltd. Stand 55.
COMET—ring binders. Trade Loose Leaf Co., Ltd., The.
COMPAC—Speedfix dispenser. Ofrex, Ltd. Stand 55.
COM-PAK—autographic manifold registers. Egry, Ltd. Stand 93.
COMPTOMETER—adding and calculating machines. Felt & Tarrant, Ltd. Stand 58.
CONFORMULATOR — continuous stationery attachment for addressing machines. Panfold, Ltd. Stand 12/29.
CONTEX—hand operated adding machine. Office Machinery, Ltd. Stand 74.
COPE-CHAT—steel filing cabinets, loose-leaf binders, posting equipment, fire protection safes and files, strip index equipment and steel storage equipment. Copeland-Chatterson Co., Ltd., The.
COPPALACE—letter file. Trade Loose Leaf Co., Ltd., The.
COPYCAT — reflex photo-copying equipment. Copycat Associated (Marketing), Ltd.
COPYFIX — Developing machines. Lawes Rabjohns, Ltd. Stand 44.
COPY-LITE—lighting fitment for typists. Lindication, Ltd.
COPYRAPID—photocopying equipment. Lawes Rabjohns, Ltd. Stand 44.
COPY-WRITER—book-keeping system. Kalamazoo, Ltd. Stand 47.
COX—tubular steel furniture. Cox & Co. (Watford), Ltd.
CREDIT—loose-leaf binders. Percy Jones (Twinlock), Ltd. Stand 2.
CRITERION—thong binder. Trade Loose Leaf Co., Ltd., The.
CROWN—loose-leaf binders. Percy Jones (Twinlock), Ltd. Stand 2.
CRUSADER—office and drawing office furniture. Manufacturers & Distributors Syndicate, Ltd., The.
CURTA—hand operated calculator. London Office Machines, Ltd. Stand 20.
C.V.S.—suspended filing system. Art Metal Construction Co. Stand 39. Bulmer's (Calculators), Ltd. Stand 24.

D

DARTMOUTH—steel cupboard. Standard Office Supplies Co., The. Stand 84.
DEAFONE—telephone amplifier with deaf aid attachment. Televox, Ltd.
DEFINAC—multiple posting systems and equipment, machine posting equipment and visible records. Definac, Ltd. Stand 61.
DESK-FAX—facsimile communication equipment. Creed & Co., Ltd.
DIALEX—dictation - by - telephone system. Trevor-Johnstone Co., Ltd., The.
DIANA—portable typewriter. Royal Typewriters (The Visible Writing Machine Co., Ltd.). Stand 19.
DICTABELT—plastic recording belt for Dictaphone machine. Dictaphone Co., Ltd.
DICTAPHONE — dictating machine. Dictaphone Co., Ltd.
DICTOCALL—staff location system. Dictograph Telephones, Ltd.
DICTOGRAPH—loudspeaking intercommunication system. Dictograph Telephones, Ltd.
DICTOMATIC — loudspeaking intercommunication system. Dictograph Telephone, Ltd.
DICTOREL — dictating machine. Trevor-Johnstone Co., Ltd., The.
DIMAFON—dictating machine. Royal Typewriters (The Visible Writing Machine Co., Ltd.). Stand 19.
DIVISUMMA—electric printing calculator. British Olivetti., Ltd. Stand 66.
DOCUMENT—office safes. Milners Safe Co., Ltd. Stand 82/96.
DONDAY—machine posting equipment. Alpa Plastics, Ltd. Stand 23.
DOUGLAS—loose-leaf catalogue binder. Stolzenberg Patent File Co., Ltd. Stand 15.
DRAWLOCK—loose-leaf thong ledger. Percy Jones (Twinlock), Ltd. Stand 2.
DRILLIT—paper drill. Standard Office Supplies Co., The. Stand 84.
DRYTYPE—duplicator stencils. Kores Manufacturing Co., Ltd.
DSJ—office composing machine. Varityper Distributors (Great Britain), Ltd.
DUAL—document wallet. Trade Loose Leaf Co., Ltd., The.
DU-AL—tubular steel furniture. Dare-Inglis Productions, Ltd.
DUDLEY—steel furniture and equipment for offices, shops and warehouses. Co-operative Wholesale Society, Ltd.
DUOLECTRIC—electric adding-calculator. Sumlock, Ltd. Stand 34/54.
DUOSTAT—reflex copying equipment. Photostat, Ltd. Stand 33.
DUPLEX—spirit process systems machine. Block & Anderson, Ltd. Stand 101/102.
DUPLOMAT — reflex photocopying equipment. Copycat Associated (Marketing), Ltd.
DUPLOMATOR—reflex photocopying equipment. A. Breuer & Co., Ltd.
DUPLOR—spirit duplicator. A. Breuer & Co., Ltd.
DURABLE—typewriter ribbon and stencils. Ofrex, Ltd. Stand 55.
DURAPRINT — duplicating process. Gestetner, Ltd. Stand 64/67.
DWARF—sliding door wood cupboard. Carson Bros. Productions.
DY - FLEX — photo - documentation equipment. Remington Rand, Ltd. Stand 35/53.

E

EAGLE—visible prong binders. Trade Loose Leaf Co., Ltd., The.
EASIPOST—ledger tray. Remington Rand, Ltd. Stand 35/53.
EASISORT—desk sorter. Remington Rand, Ltd. Stand 35/53.
EAST-LIGHT — filing equipment. British East-Light, Ltd.
ECONOJET — continuous stationery attachment. Petty & Sons, Ltd. Stand 89.
ECONOMATIC—form writing attachment. Petty & Sons, Ltd. Stand 89.
ECONOMIC — loose-leaf ledgers. Moore's Modern Methods, Ltd. Stand 16.
ECONOPLIC—flat opening carbon copy book. Lamson Paragon Supply Co., Ltd. Stand 36/52.
ECONORITE — autographic register. Petty & Sons, Ltd. Stand 89.
EDIPHONE — dictating equipment. Thomas A. Edison, Ltd.
ELECTROSUMMA — electric adding machine. British Olivetti, Ltd. Stand 66.
ELITE TRU-PAK—autographic manifold registers. Egry, Ltd. Stand 93.
ELLIJIT—addressing machines and equipment. Addressing Machines Hayward, Ltd. Stand 43a.
ELLIOTYPE—address stencils. Addressing Machines Hayward, Ltd. Stand 43a.
ELTRAY—filing cabinets for stencils, litho-plates and ledger cards. Eltray Filing System, Ltd.
EMIDICTA — dictating machines. E.M.I. Sales & Service, Ltd.
EMIDISC—magnetic recording discs for Emidicta machines. E.M.I. Sales & Service, Ltd.
EMPIRE—loose-leaf slide bar type binder. Percy Jones (Twinlock), Ltd. Stand 2.
EMPIRE—typewriters and accessories, ribbons and carbons. British Typewriters, Ltd. Stand 72.
E.N.M—numbering machines and counting devices. English Numbering Machines, Ltd.
EVEREST—typewriters and calculators. T.S. (Office Equipment), Ltd. Stand 76.
EVERTAUT — office and canteen chairs, cupboards and lockers, office shelving, punched card ancillary equipment, plan filing equipment and office sundries. Evertaut, Ltd. Stand 77.
EVERYMAN — visible book units. Trade Loose Leaf Co., Ltd., The.
EXE—filing cabinets. Milners Safe Co., Ltd. Stand 82/96.
EXECUTIVE — electric typewriter. IBM United Kingdom, Ltd. Stand 68.
EXPANDEX—filing systems and dictating machines. Expandex Visible Filing Co., Ltd. Stand 27.
EXPRESS-POSTA—machine posting loose-leaf binders. Copeland-Chatterson Co., Ltd., The.

F

FACIT—calculating machines. Block & Anderson, Ltd. Stand 101/102.
FALCON—visible ring binders. Trade Loose Leaf Co., Ltd., The.
FASTA—typewriter attachment for continuous stationery. Copeland-Chatterson Co., Ltd., The.
FAST-GRIP—machine posting loose-leaf binder. Copeland-Chatterson Co., Ltd., The.
FERMAPRINT—ink duplicators and accessories. Fermaprint, Ltd.
FIGUREFLOW—manual adding Calculator. Sumlock, Ltd. Stand 34/54.
FINDEX—hand operated punched card system. C. W. Cave & Co., Ltd. Stand 57.

FIND-FAST—FILE-FAST—filing system. Art Metal Construction Co. Stand 39.
FLEET-RAIL—machine posting equipment. Moore's Modern Methods, Ltd. Stand 16.
FLEXCORD—lace binding file. Stolzenberg Patent File Co., Ltd. Stand 15.
FLEXIFILE—filing aid. Remington Rand, Ltd. Stand 35/53.
FLEXOLIFT—lace binding file. Stolzenberg Patent File Co., Ltd. Stand 15.
FLYWEIGHT—machine posting trays and trolleys. Roneo, Ltd. Stand 42/46.
FONADEK — telephone amplifier. Fonadek (Branson), Ltd.
FORDIGRAPH — spirit duplicators and systems machines. Frank H. Ford, Ltd. Stand 26.
FOREMOST — accounting machine. Remington Rand, Ltd. Stand 35/53.
FORMALINER—continuous form feed equipment. Lamson Paragon Supply Co., Ltd. Stand 36/52.
FRIDEN—electric automatic and square root calculators. Bulmer's (Calculators), Ltd. Stand 24.

G

G.B.—BELL & HOWELL—microfilm equipment. Burroughs Adding Machine, Ltd. Stand 60/69.
GD—standard typewriter ribbons. Ofrex, Ltd. Stand 55.
GESTEPRINT—duplicating process. Gestetner, Ltd. Stand 64/67.
GIANT—stapling machine. Ofrex, Ltd. Stand 55.
GLADIATOR—paper trimmer. Standard Office Supplies, Co., The. Stand 84.
GOLDSCRIPT — typewriter carbons and ribbons. Ofrex, Ltd. Stand 55.
GRAPHDEX — universal charting equipment. Remington Rand, Ltd. Stand 35/53.
GRAPHOTYPE—stencil plate embossing machines. Addressograph-Multigraph, Ltd. Stand 17/25.
GUARDIAN—loose-leaf sectional post binder. Percy Jones (Twinlo... Ltd. Stand 2.

H

HALDA—standard and portable typewriters. Valentin, Ltd.
HALLCORT—junior envelope sealer. Magowan & Co., Ltd.
HAMANN — calculating machines. Office Machinery, Ltd. Stand 74.
HANDI-PAK — portable autographic manifolding registers. Egry, Ltd. Stand 93.
HANDIREF—loose-leaf visible record binder. **Percy Jones** (Twinl... Ltd. Stand 2.
HANDITYPE—typists' steel table. Standard Office Supplies Co., The. Stand 84.
HARROW—steel transfer cases. Standard Office Suplies Co., The. Stand 84.
HARVEY—steel furniture, filing and storage equipment, card index cabinets, office accessories. G. A. Harvey & Co. (London) Ltd.
HATTON—loose-leaf solid post binder. Percy Jones (Twinlock), Ltd. Stand 2.
HELMSMAN — steel lockers, cupboards, shelving, bins. W. B. Bawn & Co., Ltd.
HERCULES—loose-leaf thong ledger. Percy Jones (Twinlock), Ltd. Stand 2.
HERMES—manual and electric typewriters. B.T.L. Office Equipment Distributors, Ltd., Stand 72.
HOLBORN—loose-leaf thong ledger. Percy Jones (Twinlock), Ltd. Stand 2.
HOLDALL—letter files. Trade Loose Leaf Co., Ltd., The.
HOLLERITH—punched card equipment and machines. British Tabulating Machine Co., Ltd., The. Stand 59/70.
HOWDEN—steel furniture, filing and storage equipment, stationery cabinets, etc. James Howden & Co., Ltd. Stand 75.
HUBEX—supplies for offset litho machines, photocopying apparatus and photo-litho equipment. J. J. Huber, Ltd.
HURRYPHONE—intercommunication pageing system. Dictograph Telephones, Ltd.

I

IBM—punched card machines and equipment, time recorders, electric typewriters, production control equipment, facsimile posting machine. IBM United Kingdom, Ltd. Stand 68.
ICC—coin counting and sorting machines, letter sealing and opening machines. International Coin Counting Machine Co., Ltd. Stand 5.
IMPERIAL — typewriters. Imperial Typewriter Co., Ltd. Stand 48.
IMPERITYPE—office supplies. Imperial Typewriter Co., Ltd. Stand 48.
IMPRIMA—single ticket, label and tag overprinting machine. Dapag (1943), Ltd. Stand 78/100.
INCOMPARABLE — ticket issuing cash register. G. H. Gledhill & Sons, Ltd. Stand 63.
INDEX VISIBLE—visible card index. Remington Rand, Ltd. Stand 35/53.
INTERCHIEF—loudspeaker telephone system. E. Shipton & Co., Ltd.
INTERCOMMUNICATOR — loudspeaking intercommunication equipment. Hadley Sound Equipments, Ltd.
INTERECORDER—recording and dictating machine. E. Shipton & Co., Ltd.
INTERMAINS—press button telephone system. E. Shipton & Co., Ltd.
INTERNATIONAL—job time recorder. I.B.M. United Kingdom, Ltd. Stand 68.
INTERSCREW—twin post binders. Trade Loose Leaf Co., Ltd., The.

J

JETBIND—self-binding file. Frank Wilson & Co. Stand 81.
JOCA—flat or vertical letter files. C. W. Cave & Co., Ltd. Stand 57.
JOELI—fire, fall and thief resisting safes. Joeli Safe Co. (London) Ltd.
JUPITER—rotary pencil sharpener. A. Breuer & Co., Ltd.

K

KALAMAZOO—machine accounting equipment, loose-leaf equipment, indexing equipment. Kalamazoo, Ltd. Stand 47.
KARDEX—visible records equipment. Remington Rand, Ltd. Stand 35/53.
KENT—loose-leaf steel back ledger. Percy Jones (Twinlock), Ltd. Stand 2.
KINGSWAY — loose-leaf ledger. Moore's Modern Methods, Ltd. Stand 16.
KLEENLEGE—carbon papers and typewriter ribbons. Farquharson Brothers, Ltd.
K.M.C.—Standard typewriter. Remington Rand, Ltd. Stand 35/53.
KOMPACT—file fastener. Remington Rand, Ltd. Stand 35/53.

L

LANGAPRES — carton overprinting machines. Dapag (1943), Ltd. Stand 78/100.
LAYOUT—document wallets. Trade Loose Leaf Co., Ltd., The.
LEABANK WORKCHAIRS — factory and office seating. Leabank Chairs Ltd. Stand 98.
LECTOR—magnetic playback unit. Trevor-Johnstone Co., Ltd., The.
LEGAL—document wallets. Trade Loose Leaf Co., Ltd., The.
LETTERA 22—portable typewriter. British Olivetti, Ltd. Stand 66.
LEXIKON ELECTRIC—electric typewriter. British Olivetti, Ltd. Stand 66.
LIBRAIRE—cabriole wood desk. Carson Bros. Productions.
LINCOLN—letter trays. Standard Office Supplies Co., The. Stand 84.
LINDICATOR—typist's copyholder. Lindication, Ltd.
LINEDEX—strip index. Remington Rand, Ltd. Stand 35/53.
LINKDEX — indexing equipment. Roneo, Ltd. Stand 42/46.
LOGABAX—accounting and statistical machine. Logabax, Ltd.
LOUDSPEAKERPHONE — loudspeaking intercommunication system. Edison Swan Electric Co., Ltd., The.
LUMOPRINT—reflex exposure apparatus. Lawes Rabjohns, Ltd. Stand 44.

M

MACHINE-POSTINDEX—machine accounting systems. Art Metal Construction Co. Stand 39.
MADAS—electric and hand operated calculators. Muldivo Calculating Machine Co., Ltd., The. Stand 90.
MAGIQUE—pen or pencil carbon. Ofrex, Ltd. Stand 55.
MAGNA—magnifying strip. Lindication, Ltd.
MAGNETA—time recorders, intercom. and public address systems, job costers and clock systems. Magneta Time Co., Ltd., The.
MAN-HUNTER—staff location system. Blick Time Recorders, Ltd. Stand 80.
MANICOPY—handwritten accounting system. Manifoldia, Ltd. Stand 45.
MANIFOLDIA—continuous stationery. Manifoldia, Ltd. Stand 45.
MANIFOIL—combination lock. Milners Safe Co., Ltd. Stand 82/96.
MANISPOT—zoned carbon patches for unit sets. Manifoldia, Ltd. Stand 45.
MANIWRITER—desk recorder. Manifoldia, Ltd. Stand 45.
MANUS—calculator. Office Machinery, Ltd. Stand 74.
MARATHON — automatic showcard machine. Markmaster, Ltd.
MARATHON — typewriter ribbons. Columbia Ribbon & Carbon Mfg. Co., Ltd. Stand 50.
MARCHANT — electric calculators. Block & Anderson, Ltd. Stand 10/102.
MARKMASTER—machines for producing showcards and transfers by dry colour process. Markmaster Ltd.
MASSEELEY—showcard and marking machines. Masson Seeley & Co., Ltd.
MASTERFOIL—dry colour medium for heat process. Markmaster, Ltd.
MASTERFORM — steel desks and tables. Sankey-Sheldon, Ltd. Stand 65.
MASTERTYPE—phosphor-bronze and steel type. Markmaster, Ltd.
MAXIMA—manilla wallet. Stolzenberg Patent File Co., Ltd. Stand 15.
MAXLOVE — continuous stationery. Maxlove (Continuous), Ltd.
MAYBEE—portable machine posting tray. Copeland-Chatterson Co., Ltd., The.
MERCEDES—book-keeping, accounting and invoicing machines and typewriters. Mercedes Sterling

* 60-drawer *Eltray* 'purpose-made' steel filing cabinet—part of the installation described below.

A contrast in construction and efficiency — the Filing Department as it was.

A Study in Space Economy

ELTRAY steel office equipment is always "purpose-made", designed and constructed to fit the particular needs of a particular office system. It is not necessary to submit detailed specifications of what you require. *Eltray* specialise in solving problems that involve new equipment or furniture. You can simply present yours to *Eltray*; if there is a practicable solution they will produce it—and it will be one that satisfies both space economy and efficient handling.

EXPANSION WITHOUT EXTENSION

Here is an example of *Eltray* methods—an assignment recently completed for a large City Insurance Company. Their problem was this : how to *expand* their filing department without *extending* floor space. More accommodation for records was urgently needed, but all the available floor space was occupied by the existing installation, consisting of nine cabinets holding 225 drawers. To revise the system would have meant far too costly an upheaval.

SPACE SAVING SOLUTION

Eltray found the answer to this seemingly baffling problem. They designed cabinets to fit the same floor area—yet space-saving *Eltray* construction, with 373 drawers of identical dimensions as the previous ones, increased filing accommodation by two-thirds !

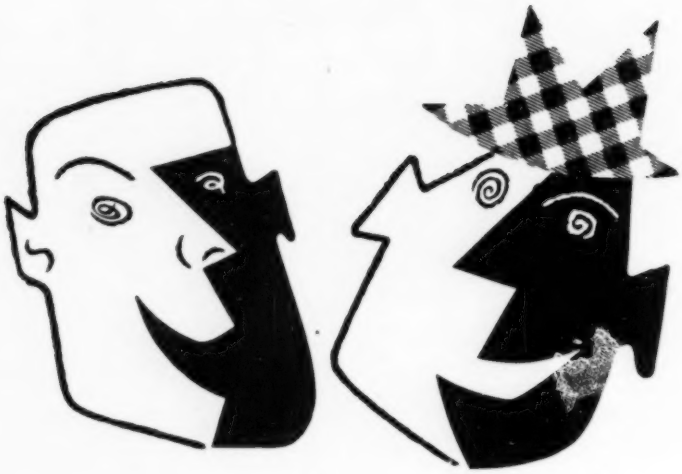
Note, too, that *Eltray* have provided more than a solution to the immediate problem. In the old installation three out of five drawers were awkwardly placed—either too low or too high for easy reference. *All* drawers in the *Eltray* cabinets are at the correct level—the fact that the human element is always taken into account is an important factor in the efficiency of every *Eltray* design.

There may well be an *Eltray* solution to *your* office problem. Let us have details and we will advise you.

**By courtesy of our customers, arrangements can be made to inspect the equipment illustrated here.*

Eltray

ELTRAY FILING SYSTEM LTD.
10, Tottenham Mews, London, W.1.
Telephone: LANgham 2226



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Come to the Business Efficiency Exhibition and see for yourself;
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of positively futuristic ingenuity."
'Show me. The Business Efficiency Exhibition is no place to
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Come and see us at Stands **56** *and* **73**
Business Efficiency Exhibition, Olympia, London. June 16th to 26th.

POWERS-SAMAS

Powers-Samas Accounting Machines (Sales) Ltd.,
Powers-Samas House, Holborn Bars, London, E.C.1

Book-keeping and Calculating Machines, Ltd. Stand 87.
MERCURY RECORDER—handwritten multiple book-keeping equipment. George Anson & Co., Ltd. Stand 94.
MERLIN—visible suspension filing system. Trade Loose Leaf Co., Ltd., The.
MERSEY—filing cabinets. Milners Safe Co., Ltd. Stand 82/96.
MERVAC—photocopying equipment. Grant Production Co., Ltd.
METALIQUE — typewriter carbon. Ofrex, Ltd. Stand 55.
METCHAIR—tubular office chairs. Office Machinery, Ltd. Stand 74.
MICRO-FILE—microfilm equipment. Kodak, Ltd. Stand 11.
MILCRAFT—office desks. Milners Safe Co., Ltd. Stand 82/96.
MIL-SPAN—suspended filing system. Milners Safe Co., Ltd. Stand 82/96.
MINI-PAK — portable autographic manifolding registers. Egry, Ltd. Stand 93.
MINUTE—loose-leaf slide bar type binder. Percy Jones (Twinlock), Ltd. Stand 2.
MODERN—loose-leaf sheet holder. Percy Jones (Twinlock), Ltd. Stand 2.
MONEX—photocopying equipment. Lawes Rabjohns, Ltd. Stand 44.
MONROMATIC—calculators. Monroe Calculating Machine Co., Ltd. Stand 105.
MOORESAFE — machine posting equipment. Moore's Modern Methods, Ltd. Stand 16.
MOORESLIP — loose-leaf covers. Moore's Modern Methods, Ltd. Stand 16.
MOORE'S MINOR—visible records. Moore's Modern Methods, Ltd. Stand 16.
MOORESPEED — machine posting equipment. Moore's Modern Methods, Ltd. Stand 16.
MOORE-VISIBLE — machine posting equipment. Moore's Modern Methods, Ltd. Stand 16.
MOOREWIRE — loose-leaf covers. Moore's Modern Methods, Ltd. Stand 16.
MULTI-CHANNEL—airport recording equipment. Thermionic Products, Ltd.
MULTICOM—loudspeaking intercom. equipment. Hadley Sound Equipments, Ltd.
MULTIGRAPH — offset duplicating machine. Addressograph - Multigraph, Ltd. Stand 17/25.
MULTILITH—offset duplicating machine. Addressograph-Multigraph Ltd. Stand 17/25.
MULTILINEX—spirit process dual purpose systems machine. Frank R. Ford Ltd. Stand 26.
MULTIPOST—handwritten multiple accounting equipment. George Anson & Co., Ltd. Stand 94.
MULTI-PURPOSE—metal cabinet or desk assembly. Amselock (Filing and Records Equipment), Ltd.
MULTIRING — loose-leaf analysis book. Percy Jones (Twinlock), Ltd. Stand 2.
MULTISUMMA—electric adding/multiplying machine. British Olivetti, Ltd. Stand 66.
MULTI-TRACK RECORDER — long period (up to 24 hours) recording equipment. British Universal E.M.E., Ltd.
MULTI-VALUE—hand and electric postal franking machines. Universal Postal Frankers, Ltd. Stand 6.
MULTO—hand operated calculators. Bulmer's (Calculators), Ltd. Stand 24.
MULTOR—rotary stencil duplicator. A. Breuer & Co., Ltd.

N

NATCLIP—file fasteners. National Loose Leaf Co., Ltd.
NATDEX—index sets. National Loose Leaf Co., Ltd.
NATIONAL—cash registers, accounting and adding machines, cash sorter, credit sanction system. National Cash Register Co., Ltd., The. Stand 37/51.
NATSCREW BINDERS — interscrew binders. National Loose Leaf Co., Ltd.
NEATA—document wallets. Trade Loose Leaf Co., Ltd., The.
NEOPOST—postal franking insurance, cheque signing and signature machines. Roneo-Neopost, Ltd. Stand 62.
NEWSPRINTER—rotary ink duplicator. Gestetner, Ltd. Stand 64/67.
NIMBLEX—visible records. Moore's Modern Methods, Ltd. Stand 16.
NONSTICK—pencil carbon papers. Columbia Ribbon and Carbon Manufacturing Co., Ltd. Stand 50.
NOVO—manilla pocket. Stolzenberg Patent File Co., Ltd. Stand 15.
NSE—steel desks, furniture and storage equipment and partitioning. Norwood Steel Equipment, Ltd.
NUMBRIAN—manilla pocket. Stolzenberg Patent File Co., Ltd. Stand 15.
NUMERIA — calculators. Mercedes Sterling Book-keeping and Calculating Machines, Ltd. Stand 87.

O

ODHNER—adding machines. B.T.L. Office Equipment Distributors, Ltd. Stand 72.
OFRA—typewriter ribbon. Ofrex, Ltd. Stand 55.
OLIVER—portable and standard typewriters. Oliver Typewriter Manufacturing Co. Ltd. Stand 21.
OLYMPIA—adding listing machine and typewriters. Olympia Office Machine (Sales), Ltd. Stand 86.
ORIGINAL ODHNER — calculating machines. B.T.L. Office Equipment Distributors, Ltd. Stand 72.
ORLID—spirit duplicating and production control machines. Valmor, Ltd.
OVALPOST—loose-leaf sectional post binders. Percy Jones (Twinlock), Ltd. Stand 2.
OXFORD — letter tray. Standard Office Supplies Co., The. Stand 84.
OZALID—drawing office photocopying equipment. Ozalid Co., Ltd. Stand 104.
OZARAPID—commercial office photocopying equipment. Ozalid Co., Ltd. Stand 104.

P

PALANTYPE—stenotyping machine and supplies. Palantype College, The.
PANREK-EXECUTIVE — office tape recorder. Panrek Magnetic Instruments, Ltd.
PANTHER—rotary duplicator. Porters Holdings, Ltd.
PARABAR — continuous interfold forms for typewriters and addressing machines. Lamson Paragon Supply Co., Ltd. Stand 36/52.
PARAFLEX—thong style loose-leaf binders. Lamson Paragon Supply Co., Ltd. Stand 36/52.
PARAFORM—duplicate carbon copy sets for handwritten and machine written records. Lamson Paragon Supply Co., Ltd. Stand 36/52.
PARAGON — autographic registers continuous forms, carbon copy books, sales check books, loose-leaf binders. Lamson Paragon Supply Co., Ltd. Stand 36/52.
PARAGON—ribbons and carbons. Remington Rand, Ltd. Stand 35/53.
PARLA-PIVOT — loose-leaf covers. Moore's Modern Methods, Ltd. Stand 16.
PATRICIAN—carbon paper. Remington Rand, Ltd. Stand 35/53.
PAYWRITE—manual multiple writing accounting machine. Copeland-Chatterson Co., Ltd., The.
P.C.A.—punched card accessories. Gordon Metal Fabrications, Ltd. Stand 9.
PEERLESS—automatic electric calculator. T.S. (Office Equipment), Ltd. Stand 76.
PEGASUS—typewriter ribbons, carbon papers and duplicating inks. Kores Manufacturing Co., Ltd.
PELICAN—spirit duplicators. Maxlove (Continuous), Ltd.
PHOTO SCOPE—photographic stencil making process. Gestetner, Ltd. Stand 64/67.
PHOTOSTAT—photographic machine for reproduction of plans and documents. Photostat, Ltd. Stand 33.
PINNACLE — typewriter carbon papers. Columbia Ribbon and Carbon Mfg. Co. Ltd. Stand 50.
PIONEER—staff location systems and equipment. Communication Systems, Ltd.
PITNEY-BOWES AV—high speed franking and sealing machine. Universal Postal Frankers, Ltd. Stand 6.
PLANFLEX—visual control boards. Block & Anderson, Ltd. Stand 101/102.
PLAN-O-MATIC—visual control charts and systems. Dacron, Ltd. Stand 80a.
PLASTIQUE — typewriter carbon. Ofrex, Ltd. Stand 55.
PLATINUM—pen carbon. Ofrex, Ltd. Stand 55.
PLIC—flat opening carbon copy books. Lamson Paragon Supply Co., Ltd. Stand 36/52.
PLUS—adding machine. Sumlock Ltd. Stand 34/54.
POCKETREF—loose-leaf visible record binder. Percy Jones (Twinlock), Ltd. Stand 2.
POPULAR—wages books. Trade Loose Leaf Co., Ltd., The.
PORTA-PAK—continuous stationery form feeds. Egry, Ltd. Stand 93.
PORTOGRAPH—executive's door control indicators. Dictograph Telephones, Ltd.
POST HASTE—loose-leaf machine accounting ledger. Percy Jones (Twinlock), Ltd. Stand 2.
POSTINDEX—visible filing system. Art Metal Construction Co. Stand 39.
POST MASTER—loose-leaf machine accounting tray. Percy Jones (Twinlock), Ltd. Stand 2.
POWERS-SAMAS—punched card accounting machines and ancillary equipment and office furniture. Powers-Samas Accounting Machines (Sales), Ltd. Stand 56/73.
PRE-EMINENT—non-flex wood desk tops. Abbott Bros. (Southall). Stand 1/22a.
PREMIER—loose-leaf sectional post binder. Percy Jones (Twinlock), Ltd. Stand 2.
PRESTO—rotary duplicator, stencils and duplicating inks. H. A. Moore & Co., Ltd.
PRESTOFOLD—office folding machines. H. A. Moore & Co., Ltd.
PRESTO TRAY—loose leaf machine accounting tray. Percy Jones (Twinlock), Ltd. Stand 2.
PRIMUS—continuous stationery and attachments, autographic registers, P.A.Y.E. and accounting systems and tax tables. Carter-Davis, Ltd. Stand 85.
PRINCESS—hand operated addressing machine. Adrema, Ltd. Stand 49.
PRINCESS—spirit process duplicating machine. Frank R. Ford, Ltd. Stand 26.
PRINTIME—electric time stamp. IBM United Kingdom, Ltd. Stand 68.
PRIVATE—loose-leaf slide bar type binder. Percy Jones (Twinlock) Ltd. Stand 2.

PRONG—loose-leaf solid post binder. Percy Jones (Twinlock), Ltd. Stand 2.

PROTECTOGRAPH—cheque writing machine. Halsby & Co., Ltd. Stand 22.

PULLAWAY—one-time carbon paper sets. Copeland-Chatterson Co., Ltd., The.

PUL-SYN-ETIC—electric clocks and time control systems. Gent & Co., Ltd.

Q

QUALITY—four post binder. National Loose Leaf Co., Ltd.

QUICKFYND—desk organizer. Stolzenberg Patent File Co., Ltd. Stand 15.

R

RADIO-PRINTER — teleprinting by short-wave transmission. Trevor-Johnstone Co., Ltd., The.

RAILEX—suspended filing system. Frank Wilson & Co. Stand 81.

RANDALRAK — industrial storage equipment. Randalrak, Ltd.

RAPIDREF—loose-leaf visible record binder. Percy Jones (Twinlock Ltd. Stand 2.

RAVEN—pegboards. Raven Equipment, Ltd.

READY-MASTER—pre-printed masters for spirit duplicators. Columbia Ribbon and Carbon Manufacturing Co., Ltd. Stand 50.

READYRAK — industrial shelving. Randalrak, Ltd.

READYRECORD — filing cabinets. Randalrak, Ltd.

RECEPTORAK—tray storage equipment. Randalrak, Ltd.

RECORDAK — microfilm equipment and materials. Kodak, Ltd. Stand 11.

RECORDON — magnetic dictating unit. Thermionic Products, Ltd.

RED-BACK—pencil carbon. Ofrex, Ltd. Stand 55.

REDIREF—loose-leaf visible record binder. Percy Jones (Twin Ltd. Stand 2.

REFERENDUS—filing furniture. Randalrak, Ltd.

REFER-READY—suspension files and pockets. Randalrak, Ltd.

REGAL—ribbons and carbons. Remington Rand, Ltd. Stand 35/53

REGNA—cash registers. Joeli Safe Co. (London), Ltd.

RELIANCE—loose-leaf sectional post binders. Percy Jones (Twinlock), Ltd. Stand 2.

RELIANCE—safes. John Tann, Ltd.

REMFLEX — photo documentation equipment. Remington Rand, Ltd. Stand 35/53.

REMRANDCO—ribbons and carbons. Remington Rand, Ltd. Stand 35/53.

REMTICO—general office supplies. Remington Rand, Ltd. Stand 35/53.

RENADDRESS—spirit process addressing machine. Block & Anderson, Ltd. Stand 101/102.

REPROSTAT—office copying equipment. Lawes Rabjohns, Ltd. Stand 44.

RETALKER—office tape dictating machine. British Universal E.M.E., Ltd.

REX—flat files. Stolzenberg Patent File Co., Ltd. Stand 15.

REX RECORDER—dictating machine. Office Machinery, Ltd. Stand 74.

REX ROTARY—hand and electric ink and spirit duplicators. Office Machinery, Ltd. Stand 74.

RIGIDRAK—industrial shelving. Randalrak, Ltd.

RIVERSIDE—telescopic post binders National Loose Leaf Co., Ltd.

ROBUST—stapling machine. Ofrex, Ltd. Stand 55.

ROCHESTER—watchman's time detector. IBM United Kingdom, Ltd. Stand 68.

ROCKWELL—visible suspended filing equipment. Rockwell - Wabash (1909), Ltd.

ROL-LABELS — gummed labels. National Loose Leaf Co., Ltd.

ROLLACE—letter files. Trade Loose Leaf Co., Ltd., The.

ROLLINDEX — rotary card filing equipment. Art Metal Construction Co. Stand 39.

ROLSTORE—steel mobile storage equipment. Acrow (Engineers), Ltd.

RONEO-ADDRESSING — stencil addressing machine. Roneo, Ltd. Stand 42/46.

RONEODEX — visible card record system. Roneo, Ltd. Stand 42/46.

RONEOTOL—visible machine posting equipment. Roneo, Ltd. Stand 42/46.

RONEOTYPE—printing and facsimile typewriting machine. Roneo, Ltd. Stand 42/46.

ROTAFIX—rotary stencil duplicator. A. Breuer & Co., Ltd.

ROTAFOLD—folding machines. A. Breuer & Co. Ltd.

ROTAPRINT—offset litho duplicating and printing machines. Kaye's Rotaprint Agency, Ltd. Stand 97.

ROYAL—rotary stencil duplicator. Gestetner, Ltd. Stand 64/67.

ROYAL—standard and portable typewriters. Royal Typewriters (The Visible Writing Machine Co., Ltd.). Stand 19.

R.V.A. — airport communications equipment. Trevor-Johnstone Co., Ltd., The.

RW—manilla file with patent gripping attachment. Rockwell-Wabash (1909), Ltd.

S

SAFETIFILE 60—insulated product for filing papers. Remington Rand, Ltd. Stand 35/53.

SAMCO—safes. Samuel Withers & Co., Ltd.

SAMSON—stapling machine. Ofrex, Ltd. Stand 55.

SAXON—transfer binders. National Loose Leaf Co., Ltd.

SCHED-U-GRAPH—combined charting and recording equipment. Remington Rand, Ltd. Stand 35/53.

SCOPE—stencil cutting desk unit. Gestetner, Ltd. Stand 64/67.

SECURA — handwritten accounting machine. Carter-Parratt, Ltd. Stand 7.

SECURE—loose-leaf sectional post binders. Percy Jones (Twinlock), Ltd. Stand 2.

SECURITY — loose-leaf ledgers. Moore's Modern Methods, Ltd. Stand 16.

SECURITY—letter files. Trade Loose Leaf Co., Ltd., The.

SEFAM—hand operated letter opener. A. Breuer & Co., Ltd.

SELDEX — visible production and stores control systems and equipment. Constructors, Ltd. Stand 40.

SENTINEL—loose-leaf thong ledger. Percy Jones (Twinlock), Ltd. Stand 2.

SEPIAL—flat-tray visible card index systems and correspondence sorter. Carter-Parratt, Ltd. Stand 7.

SHANNOBLIC — suspended filing equipment Shannon, Ltd., The. Stand 38.

SHANNOCLIPS—letter clips. Shannon, Ltd., The. Stand 38.

SHANNOFINDER — works organizer. Shannon, Ltd., The. Stand 38.

SHANNOGRAPH — suspended filing equipment. Shannon, L[illegible] Stand 38.

SHANNOGRIP—files. Shannon, Ltd., The. Stand 38.

SHANNOLACE—files. Shannon, Ltd., The. Stand 38.

SHANNOLEAF—visible records and equipment. Shannon, Ltd., The. Stand 38.

SHANNOLEVER—files. Shannon, Ltd., The. Stand 38.

SHANNOLINK — suspended filing equipment. Shannon, Ltd., The Stand 38.

SHANNOPOCKET — files. Shannon, Ltd., The. Stand 38.

SHANNOPRONG — files. Shannon, Ltd., The. Stand 38.

SHANNOSTRIP—one line records and equipment. Shannon, Ltd., The Stand 38.

SHANNOTRANSERT—transfer files. Shannon, Ltd., The. Stand 38.

SHANNOVUE—visible records and equipment. Shannon, Ltd., The. Stand 38.

SHUNIC—metal signals and guide tabs. Shunic, Ltd.

SIGNAL MEMO BOOKS—loose-leaf ringbooks. Percy Jones (Twinlock), Ltd. Stand 2.

SIMPLA—fixed and mobile adjustable racking. Waddells (Stratford Steel Equipment), Ltd.

SIMPLEX—ring notebooks. National Loose Leaf Co., Ltd.

SIMPLEX—spirit process systems duplicator. Block & Anderson, Ltd. Stand 101/102.

SIMPLEX MAJOR—postal franking machine. Universal Postal Frankers, Ltd. Stand 6.

SIMPLEX MINOR—postal franking machine. Universal Postal Frankers Ltd. Stand 6.

SLIP-POST—record and posting systems. Copeland - Chatterson Co., Ltd., The.

SONOFIL—conference recording machines. Trevor-Johnstone Co., Ltd. The.

SORTERGRAF—sorting systems. Sortergraf Co. The.

SORTERLACE—letter files. Trade Loose Leaf Co., Ltd., The.

SOUNDMASTER—loudspeaking intercom. equipment. Communication Systems, Ltd.

SOUNDMIRROR—magnetic tape recorder. Thermionic Products, Ltd.

SOVEREIGN—loose-leaf slide bar type binder. Percy Jones (Twinlock), Ltd. Stand 2.

SPEEDAC—visible suspension filing equipment. Remington Rand, Ltd. Stand 35/53.

SPEED-FEED—continuous stationery form feed attachments. Egry, Ltd. Stand 93.

SPEEDFIX — cellulose self-adhesive tape. Ofrex, Ltd. Stand 55.

SPIROLACE—letter files. Trade Loose Leaf Co., Ltd., The.

S.P.R.—hectographic carbons. Columbia Ribbon and Carbon Mfg. Co., Ltd. Stand 50.

SPRING BACK—loose-leaf spring back binder. Percy Jones (Twinlock), Ltd. Stand 2.

STAFSINE—signature time recorder. Blick Time Recorders, Ltd. Stand 80.

STAMPO—wooden stamp pad. Kores Manufacturing Co. Ltd.

STANDARD—sectional post binders. Trade Loose Leaf Co., Ltd., The.

STANDARD—spirit process duplicator. Frank R. Ford, Ltd. Stand 26.

STANDARD — intercommunication equipment. Standard Telephones and Cables, Ltd.

STANDARD—wood office desks and chairs. C. W. Cave & Co., Ltd. Stand 57.

STANLEY — flat file. Stolzenberg Patent File Co., Ltd. Stand 15.

STANRIAN—combined wallet and file Stolzenberg Patent File Co., Ltd. Stand 15.

STATFILE—photocopying equipment. Photostat, Ltd. Stand 33.

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STOLANTIC—transfer case. Stolzenberg Patent File Co., Ltd. Stand 15.

STONEHOUSE—storage equipment. Stonehouse Steel Equipment, Ltd.

STOR—steel multi-drawer cabinets. Owen & Randall (Stor Cabinets), Ltd. Stand 88.

STORFLAT—transfer cases. Trade Loose Leaf Co., Ltd., The.

STORMOR—mobile storage equipment and steel shelving. J. Glover & Sons, Ltd. Stand 31.

STRIPDEX—visible strip index equipment. Roneo, Ltd. Stand 42/46.

STROWGER—private automatic telephone exchanges. Communication Systems, Ltd.

SUMLOCK — calculators. Sumlock Ltd. Stand 34/54.

SUMMA 15—hand operated adding/listing machine. British Olivetti, Ltd. Stand 66.

SUMMARIZER—analyzing and statistical device. Kalamazoo, Ltd. Stand 47.

SUPER—end-locking binders. Trade Loose Leaf Co., Ltd., The.

SUPERB—typewriter carbon. Ofrex, Ltd. Stand 55.

SUPERELECTRIC—time system, time recorders, clocks and signalling equipment. IBM United Kingdom, Ltd. Stand 68.

SUPERFINE—typewriter ribbons and stencils. Ofrex, Ltd. Stand 55.

SUPER-FLEET — machine posting equipment. Moore's Modern Methods, Ltd. Stand 16.

SWALLOW—carbon papers, typewriter and accounting machine ribbons, duplicator stencils and inks, flat bed duplicator and accessories. Swallow Manufacturing Co., Ltd.

SWEDA—cash register. London Office Machines, Ltd. Stand 20.

SYLVAN WOVE—carbon papers and ribbons. H. M. Rose & Co., Ltd. Stand 79.

T

TANGENT—electric bells, sound signals, etc. Gent & Co., Ltd.

TAN-SAD—posture chairs for office and factory. Tan-Sad Chair Co. (1931) Ltd., The. Stand 41.

TAPE-RITER—dictating and recording machines. London Office Machines, Ltd. Stand 20.

TELEGRAPHIC—electric time stamp. Blick Time Recorders, Ltd. Stand 80.

TELE-TABLE—telephone table. Carson Bros. Productions.

TELEVOICEWRITER—telephone dictating system and equipment. Thomas A. Edison, Ltd.

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T.O.P.S.—document wallets. Trade Loose Leaf Co., Ltd., The.

TOTAX—P.A.Y.E. system. Moore's Modern Methods, Ltd. Stand 16.

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TOTOMETER—bank note counting machine. Universal Postal Frankers, Ltd. Stand 6.

T.R. — intercommunication equipment, time recorders and job time recording equipment, watchmen's supervisory system, fire alarms, staff location equipment. Telephone Rentals, Ltd.

TRANSFER—portable rotary spirit duplicator. Frank R. Ford, Ltd. Stand 26.

TRANSEX — transparent indexing strip. Trade Loose Leaf Co., Ltd., The.

TRU-PAK—autographic manifolding register. Egry, Ltd. Stand 93.

TUFFPLY—document wallets. Trade Loose Leaf Co., Ltd., The.

TWINCLIP—loose-leaf twinclip fastener. Percy Jones (Twinlock), Ltd. Stand 2.

TWINLOCK I AND II—loose-leaf steel back ledgers. Percy Jones (Twinlock), Ltd. Stand 2.

TWINRING—loose-leaf solid post binder. Percy Jones (Twinlock), Ltd. Stand 2.

TWINRINGS — loose-leaf binding rings. Percy Jones (Twinlock) Ltd. Stand 2.

TWINSCREW—loose-leaf solid post binder. Percy Jones (Twinlock), Ltd. Stand 2.

TWINSCREWS — loose-leaf binding screws. Percy Jones (Twinlock), Ltd. Stand 2.

TWO TIER TROLLEY—loose-leaf machine accounting equipment. Percy Jones (Twinlock), Ltd. Stand 2.

TYP-O-RITE—type cleaner. A. Breuer & Co., Ltd.

U

UNDERWOOD—standard and electric typewriters, form writing machines and office machine supplies. Underwood Business Machines, Ltd. Stand 14/28.

UNDERWOOD ELLIOTT FISHER—writing machines, continuous form writing machines and accounting machines. Underwood Business Machines, Ltd. Stand 14/28.

UNDERWOOD SUNDSTRAND—adding machines, statistical tabulator and accounting machines. Underwood Business Machines, Ltd. Stand 14/28.

UNIFOLD—folding, inserting and collating machines. Unifold Mailing Machines, Ltd. Stand 43.

UNILECTRIC—single register electric adding-calculator. Sumlock, Ltd. Stand 34/54.

UNISPRED—comparative data device. Copeland-Chatterson Co., Ltd., The.

UNIVERSAL—numbering and dating machines. English Numbering Machines, Ltd.

UNIVERSAL—transfer binders. Trade Loose Leaf Co., Ltd., The.

UNIVERSAL SPEED-FEED—cotinuous stationery, form feed attachment. Egry, Ltd. Stand 93.

U-SERIES—flexible steel desks and equipment. Roneo, Ltd. Stand 42/46.

UTILE—four post binders. Trade Loose Leaf Co., Ltd., The.

UTILITY—typewriter carbon. Ofrex, Ltd. Stand 55.

V

VALMOR HECTO MASTER—device for the production of hectographic masters. Valmor, Ltd.

VARIADEX—alphabetic filing system. Remington Rand, Ltd. Stand 35/53.

VEDETTE—steel desks. W. B. Bawn & Co., Ltd.

VELOS—stapling machines, perforators, punches, dating and numbering machines, stationery sundries. Rees Pitchford & Co., Ltd.

VETRO MAJOR—mobile suspension filing cabinet. Percy Jones (Twinlock), Ltd. Stand 2.

VETRO MINOR—mobile suspension filing cabinet. Percy Jones (Twinlock), Ltd. Stand 2.

VETRO MOBIL—loose-leaf suspension filing equipment. Percy Jones (Twinlock), Ltd. Stand 2.

VETRO ORGANIZER—desk organizer. Percy Jones (Twinlock), Ltd. Stand 2.

VETRO PERSONAL—home file. Percy Jones (Twinlock), Ltd. Stand 2.

VIADUCT—fire resisting doors. Milners Safe Co., Ltd. Stand 82/96.

VICTOR—hand operated adding machines. Block & Anderson, Ltd. Stand 101/102.

VICTOR—thong binder. Trade Loose Leaf Co., Ltd., The.

VISICOPIER—copying plate. Shannon, Ltd., The. Stand 38.

VISITABS — card signal devices. Definac, Ltd. Stand 61.

VISTEM—vertical visible card index systems. Carter-Parratt, Ltd. Stand 7.

VISUAL CHARTS—control and loading charts. Roneo, Ltd. Stand 42/46.

VISUALISER—visible index binder. Copeland-Chatterson Co., Ltd., The.

VIZZDEX — visible index pocket equipment. Copeland - Chatterson Co., Ltd., The.

VOICEWRITER—disc dictating machine. Thomas A. Edison, Ltd.

VUADEX—visible records. Moore's Modern Methods, Ltd. Stand 16.

VULCAN—loose-leaf thong ledger. Percy Jones (Twinlock), Ltd. Stand 2.

W

WARWICK—wood executive desks. C. W. Cave & Co., Ltd. Stand 57.

WELLINGTON—steel filing cabinet. Summerfelds, Ltd.

WELWYN—steel filing cabinets, plan cabinets, office furniture, storage equipment. Welwyn Metal Products, Ltd.

WINDSOR—steel stationery cabinet. Standard Office Supplies Co., The. Stand 84.

WONDERTYPE — typewriter carbon papers and ribbons. Farquharson Brothers, Ltd.

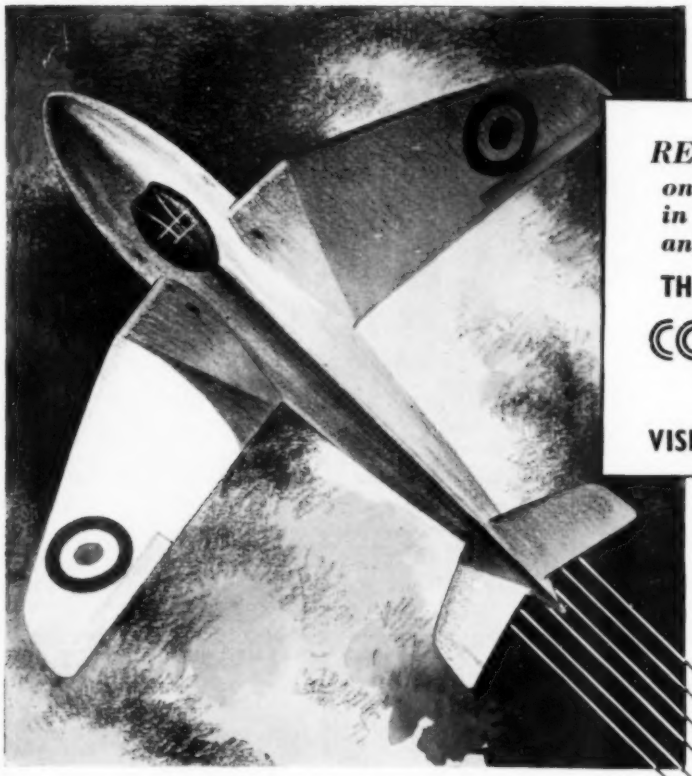
WYNDSOR—three-piece wood desk. Carson Bros. Productions.

Y

YORK—five-tier steel letter rack. Standard Office Supplies Co., The. Stand 84.

Z

ZAR—loose-leaf sectional post binders. Percy Jones (Twinlock), Ltd. Stand 2.



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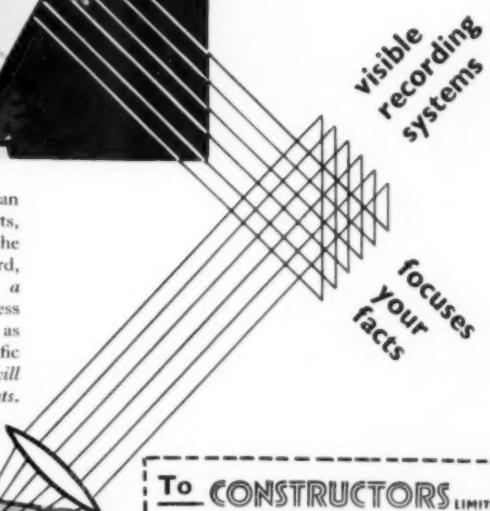

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ADLER—accounting machines. T.S. (Office Equipment), Ltd. Stand 76.
ALPA—machine posting equipment. Alpa Plastics, Ltd. Stand 23.
COPE-CHAT—posting equipment. Copeland-Chatterson Co., Ltd., The
FOREMOST—accounting machine. Remington Rand Ltd. Stand 35/53.
LOGABAX—accounting and statistical machine. Logabax, Ltd.
MERCEDES—book-keeping accounting and invoicing machines. Mercedes Sterling Book-keeping and Calculating Machines, Ltd. Stand 87.
NATIONAL—accounting machines. National Cash Register Co., Ltd., The. Stand 37/51.
PAYWRITE—manual multiple writing accounting machine. Copeland-Chatterson Co., Ltd., The
SUMMARIZER—analyzing and statistical device. Kalamazoo, Ltd. Stand 47.
UNDERWOOD ELLIOTT FISHER—accounting machines. Underwood Business Machines Ltd. Stand 14/28.
UNDERWOOD SUNDSTRAND—statistical tabulator and accounting machines. Underwood Business Machines, Ltd. Stand 14/28.

Adding Machines

ADDO—adding/listing machines. Bulmer's (Calculators), Ltd. Stand 24.
ADD-MASTER — adding/listing machine. Muldivo Calculating Machine Co., Ltd. Stand 90.
CONTEX—hand operated adding machine. Office Machinery, Ltd. Stand 74.
ELECTROSUMMA—electric adding machine. British Olivetti, Ltd. Stand 66.
MULTISUMMA—electric adding multiplying machine. British Olivetti, Ltd. Stand 66.
NATIONAL—adding machines. National Cash Register Co., Ltd., The. Stand 37/51
ODHNER—adding machines. B.T.L. Office Equipment Distributors, Ltd. Stand 72.
OLYMPIA—adding/listing machine. Olympia Office mc. (Sales), Ltd. Stand 86.
PLUS—adding machine. Sumlock, Ltd. Stand 34/54.
SUMMA 15—adding/listing machine. British Olivetti, Ltd. Stand 66.
UNDERWOOD SUNDSTRAND — adding machines. Underwood Business Machines, Ltd. Stand 14/28.
VICTOR—adding machine. Block & Anderson, Ltd. Stand 101/102.

Addressing Machines and Attachments

ADDRESSOGRAPH—addressing and listing machines. Addressograph-Multigraph, Ltd. Stand 17/25.
AUTOFEEDS—automatic suction feeds for addressing machines. Addressing Machines Hayward, Ltd. Stand 43a.
BANDARETTE — hand operated spirit addressing machines. Block & Anderson, Ltd. Stand 101/102.
BRADMA—addressing machines and equipment. Adrema, Ltd. Stand 49.
CLEARLITE—electric addressing plate embosser. Adrema, Ltd. Stand 49.
CONFORMULATOR—continuous stationery attachment for addressing machines. Fanfold, Ltd. Stand 12/29.
ELLIOTT—addressing machines and equipment. Addressing Machines Hayward, Ltd. Stand 43a.
ELLIOTYPE—address stencils. Addressing Machines Hayward, Ltd. Stand 43a.
GRAPHOTYPE—stencil plate embossing machines. Addressograph-Multigraph, Ltd. Stand 17/25.
PRINCESS — hand operated addressing machine. Adrema, Ltd. Stand 49.
RENADDRESS—spirit process addressing machines. Block & Anderson, Ltd. Stand 101/102.
RONEO-ADDRESSING—stencil addressing machine. Roneo, Ltd. Stand 42/46.

Book-keeping Machines and Systems and Equipment

ALPA—machine posting equipment. Alpa Plastics, Ltd. Stand 23.
ANSON—P.A.Y.E. and accounting machines. George Anson & Co., Ltd. Stand 94.
COPY-WRITER — book-keeping system. Kalamazoo, Ltd. Stand 47.
DEFINAC—multiple posting systems and equipment. Definac, Ltd. Stand 61.
MACHINE-POSTINDEX—machine accounting systems. Art Metal Construction Co. Stand 39.
MANICOPY — handwritten accounting system. Manifoldia, Ltd. Stand 45.
MERCEDES — book-keeping, accounting and invoicing machines. Mercedes Sterling Book-keeping and Calculating Machines, Ltd. Stand 87.
MERCURY RECORDER — handwritten multiple book-keeping equipment. George Anson & Co., Ltd. Stand 94.
MULTIPOST — handwritten multiple accounting equipment. George Anson & Co., Ltd. Stand 94.
PAYWRITE — manual multiple-writing accounting machine. Copeland-Chatterson Co., Ltd., The
POST HASTE—loose leaf machine accounting ledger. Percy Jones (Twinlock), Ltd. Stand 2.
PRIMUS—accounting systems and tax tables. Carter-Davis, Ltd. Stand 85.
RAVEN—pegboards. Raven Equipment, Ltd.
SLIP-POST—record and posting systems. Copeland Chatterson Co., Ltd., The
SUMMARIZER—analyzing and statistical device. Kalamazoo, Ltd. Stand 47.
UNDERWOOD ELLIOTT FISHER — accounting machines. Underwood Business Machines, Ltd. Stand 14/28.
UNDERWOOD SUNDSTRAND—accounting machines. Underwood Business Machines Ltd. Stand 14/28.
VISICOPIER—copying plate. Shannon, Ltd., The. Stand 38.

Calculating Machines

ANTARES—hand operated calculator. T.S. (Office Equipment), Ltd. Stand 76.
AUTOMAT S—calculating machine. Office Machinery, Ltd. Stand 74.
BRITANNIC—hand operated calculating machines. Muldivo Calculating Machine Co., Ltd., The. Stand 90.
BRUNSVIGA—calculating machine. Block & Anderson, Ltd. Stand 101/102.
CERTOPOST—book-keeping accuracy control machine. Sumlock, Ltd. Stand 34.
COMPTOMETER—adding and calculating machines. Felt & Tarrant, Ltd. Stand 58.
CURTA—hand operated calculator. London Office Machines, Ltd. Stand 20.
DIVISUMMA—electric printing calculator. British Olivetti, Ltd. Stand 66.
DUOLECTRIC—electric adding-calculator. Sumlock, Ltd. Stand 34/54.
EVEREST—calculators. T.S. (Office Equipment), Ltd. Stand 76.
FACIT—calculating machines. Block & Anderson, Ltd. Stand 101/102.
FIGUREFLOW—manual adding-calculator. Sumlock, Ltd. Stand 34/54.
FRIDEN—electric automatic and square root calculators. Bulmer's (Calculators), Ltd. Stand 24.
HAMANN—calculating machines. Office Machinery, Ltd. Stand 74.
MADAS—electric and hand operated calculators. Muldivo Calculating Machine Co., Ltd. Stand 90.
MANUS—calculator. Office Machinery, Ltd. Stand 74.
MARCHANT—electric calculators. Block & Anderson, Ltd. Stand 101/102.
MULTO—hand operated calculators. Bulmer's (Calculators), Ltd. Stand 24.
NUMERIA—calculators. Mercedes Sterling Book-keeping and Calculating Machines, Ltd. Stand 87.
ORIGINAL ODHNER — calculating machines. B.T.L. Office Equipment Distributors, Ltd. Stand 72.
PEERLESS—automatic electric calculator. T.S. (Office Equipment) Ltd. Stand 76.
SUMLOCK—calculator. Sumlock, Ltd. Stand 34/54.
UNILECTRIC—electric adding calculator. Sumlock, Ltd. Stand 34/54.

Card Index Systems and Equipment

ADMINDEX—strip and flat tray card index systems and equipment. Carter-Parratt, Ltd. Stand 7.
AJAX—metal card index cabinets. Standard Office Supplies Co., The. Stand 84.
BISLEY—metal card index cabinets. F. C. Brown.
CARD-INDESK—vertical visible card index desk. Carter-Parratt, Ltd. Stand 7.
CARDWHEEL—rotary card index equipment. C. W. Cave & Co., Ltd. Stand 57.
HARVEY—card index cabinets. G. A. Harvey & Co. (London), Ltd.
INDEX VISIBLE—visible card index. Remington Rand, Ltd. Stand 35/53.
SEPIAL—flat-tray visible card index systems. Carter-Parratt, Ltd. Stand 7.
VISTEM—vertical visible card index systems. Carter-Parratt, Ltd. Stand 7.

Cash and Autographic Registers

ACCOUNTANT CLASS—cash registers. Universal Cash Register Co. (1951), Ltd.
ALACRA—autographic registers. W. H. Smith & Son, Ltd. Stand 91.
AUTOBILL—bill issuing machine. Automaticket, Ltd. Stand 18.
COM-PAK—autographic manifold registers. Egry, Ltd. Stand 93.
ECONORITE—autographic register. Petty & Sons, Ltd. Stand 89.
ELITE TRU-PACK—autographic manifold registers. Egry, Ltd. Stand 93.
HANDI-PAK—portable autographic manifold registers. Egry, Ltd. Stand 93.
INCOMPARABLE—cash register. G. H. Gledhill & Sons, Ltd. Stand 63.
MINI-PACK—portable autographic manifolding registers. Egry, Ltd. Stand 93.
NATIONAL—cash registers and credit sanction system. National Cash Register Co., Ltd., The. Stand 37/51.
PARAGON—autographic registers. Lamson Paragon Supply Co., Ltd. Stand 36/52.
PRIMUS—autographic registers. Carter-Davis, Ltd. Stand 85.
REGNA—cash registers. Joeli Safe Co. (London), Ltd.
SWEDA—cash register. London Office Machines, Ltd. Stand 20.
TRU-PACK—autographic manifolding register. Egry, Ltd. Stand 93.

Cheque Signing and Writing Machines

CHECKER—cheque writing machine. Office Machinery, Ltd. Stand 74.

Firms Exhibiting at the Business Efficiency Exhibition have their stand numbers alongside their names

NEOPOST—cheque signing and signature machines. Roneo-Neopost, Ltd. Stand 62.
PROTECTOGRAPH—cheque writing machine. Halsby & Co., Ltd. Stand 22.

Coin Counting and Sorting Machines

ICC—coin counting and sorting machines. International Coin Counting Machine Co., Ltd. Stand 5.
NATIONAL—cash sorter. National Cash Register Co., Ltd., The. Stand 37/51.

Continuous Stationery Attachments and Form Writing Machines

ALACRA—continuous stationery and form feeding attachments. W. H. Smith & Son, Ltd. Stand 91.
CONFORMULATOR—continuous stationery attachment for addressing machines. Fanfold, Ltd. Stand 12/29.
ECONOJET—continuous stationery attachment. Petty & Sons, Ltd. Stand 89.
ECONOMATIC—form writing attachment. Petty & Sons, Ltd. Stand 89.
FASTA—typewriter attachment for continuous stationery. Copeland-Chatterson Co., Ltd., The.
FORMALINER—continuous form feed equipment. Lamson Paragon Supply Co., Ltd. Stand 56/52.
MANIFOLDIA — continuous stationery. Manifoldia, Ltd. Stand 45.
MANIWRITER—desk recorder. Manifoldia, Ltd. Stand 45.
MAXLOVE—continuous stationery. Maxlove (Continuous), Ltd.
PARABAR—continuous interfold forms. Lamson Paragon Supply Co. Ltd. Stand 56/52.
PARAGON—continuous forms. Lamson Paragon Supply Co., Ltd. Stand 56/52.
PORTA-PAK—continuous stationery form feeds. Egry, Ltd. Stand 93.
PRIMUS—continuous stationery and attachments. Carter-Davis, Ltd. Stand 85.
SPEED-FEED—continuous stationery form feed attachments. Egry, Ltd. Stand 93.
UNDERWOOD ELLIOTT FISHER—writing machines and continuous form writing machines. Underwood Business Machines, Ltd. Stand 14/28.
UNIVERSAL SPEED-FEED—continuous stationery attachment. Egry, Ltd. Stand 93.

Dating, Numbering and Counting Machines

BATES—numbering machines. Magowan & Co., Ltd.
E.N.M.—numbering machines and counting devices. English Numbering Machines, Ltd.
TOTOMETER—bank note counting machine. Universal Postal Frankers, Ltd. Stand 6.
UNIVERSAL—numbering and dating machines. English Numbering Machines, Ltd.
VELOS—dating and numbering machines. Rees Pitchford & Co., Ltd.

Desks and Partitioning, Metal

AIRLINE—metal desks and tables. Art Metal Construction Co. Stand 39.
ARCLIGHT—metal office furniture. E. N. Mason & Sons, Ltd.
ART METAL—steel office furniture and partitioning. Art Metal Construction Co. Stand 39.
CD SERIES—steel desks. Roneo, Ltd. Stand 42/46.
DU-AL—tubular steel furniture. Dare-Inglis Productions, Ltd.
DUDLEY—steel furniture — Co-operative Wholesale Society, Ltd.
HARVEY—steel furniture. G. A. Harvey & Co. (London), Ltd.
HOWDEN—steel furniture. James Howden & Co., Ltd. Stand 75.
MASTERFORM—steel desks and tables. Sankey-Sheldon, Ltd. Stand 65.
MILCRAFT—steel office desks. Milners Safe Co., Ltd. Stand 82/96.
NSE—steel desks, furniture and partitioning. Norwood Steel Equipment, Ltd.
U-SERIES—flexible steel desks. Roneo, Ltd. Stand 42/46.
VEDETTE—steel desks. W. B. Bawn & Co., Ltd.
WELWYN—steel office furniture. Welwyn Metal Products, Ltd.

Desks and Partitioning, Wood

ABBESS—wood office furniture. Abbott Bros. (Southall). Stand 1/22a.
A.B.C.—wood office furniture. H. Caplan (Furniture), Ltd.
ARCLIGHT—office furniture. E. N. Mason & Sons, Ltd.
ASTROLA—wood office furniture. Aston Cabinet Co., Ltd. Stand 106.
BELL-BARN—wood office furniture. Bell-Barn, Ltd.
CANTERBURY—wood executive suite. C. W. Cave & Co., Ltd. Stand 57.
CRUSADER—office and drawing office furniture. Manufacturers and Distributors Syndicate, Ltd., The.
LIBRAIRE—cabriole wood desk. Carson Bros. Productions.
PRE-EMINENT—non-flex wood desk tops. Abbott Bros. (Southall). Stand 1/22a.
STANDARD—wood office desks. C. W. Cave & Co., Ltd. Stand 57.
WARWICK—wood executive desks. C. W. Cave & Co., Ltd. Stand 57.
WYNDSOR—three-piece wood desk. Carson Bros. Productions.

Dictating and Recording Machines

AGAPHONE—dictating and recording machine. M. & L. Haycraft, Ltd.
DIALEX—dictation-by-telephone system. Trevor-Johnstone Co. Ltd., The.
DICTAPHONE—dictating machine. Dictaphone Co., Ltd.
DICTOREL—dictating machine. Trevor-Johnstone Co., Ltd., The.
DIMAFON—dictating machine. Royal Typewriters (The Visible Writing Machine Co., Ltd.). Stand 19.
EDIPHONE—dictating machine. Thomas A. Edison, Ltd.
EMIDICTA—dictating machines. E.M.I. Sales & Service, Ltd.
INTERECORDER—recording and dictating machine. E. Shipton & Co., Ltd.
LECTOR—magnetic playback unit. Trevor-Johnstone Co., Ltd., The.
PANREK-EXECUTIVE—office tape recorder. Panrek Magnetic Instruments, Ltd.
RECORDON—magnetic dictating unit. Thermionic Products, Ltd.
RETALKER—office tape dictating machine. British Universal E.M.E., Ltd.
REX RECORDER—disc dictating machine. Office Machinery, Ltd. Stand 74.
SONOFIL—conference recording machines. Trevor-Johnstone Co., Ltd., The.
SOUNDMIRROR—magnetic tape recorder. Thermionic Products, Ltd.
TAPE-RITER—dictating and recording machines. London Office Machines, Ltd. Stand 20.
TELEVOICEWRITER—telephone dictating system and equipment. Thomas A. Edison, Ltd.
TIMEMASTER—dictating machine. Dictaphone Co., Ltd.
VOICEWRITER—disc dictating machine. Thomas A. Edison, Ltd.

Duplicating and Printing Machines and Supplies, Ink

AUTOMATIC 260—electric duplicator. Gestetner, Ltd. Stand 64/67.
BANTAM—flat bed ink duplicators. Ellams Duplicator Co., Ltd. Stand 103.
DRYTYPE—duplicator stencils. Kores Manufacturing Co., Ltd.
DUROPRINT—duplicating process. Gestetner, Ltd. Stand 64/67.
FERMAPRINT—ink duplicators and accessories. Fermaprint, Ltd.
MULTIGRAPH—offset duplicating machine. Addressograph-Multigraph Ltd. Stand 17/25.
MULTILITH—offset duplicating machine. Addressograph-Multigraph, Ltd. Stand 17/25.
MULTOR—rotary stencil duplicator. A. Breuer & Co., Ltd.
NEWSPRINTER—rotary ink duplicator. Gestetner, Ltd. Stand 64/67.
PANTHER—rotary duplicator. Porters Holdings, Ltd.
PEGASUS—duplicating inks. Kores Manufacturing Co., Ltd.
PHOTO SCOPE—photographic stencil-making process. Gestetner, Ltd. Stand 64/67.
PRESTO—rotary duplicator, stencils, inks. H. A. Moore & Co., Ltd.
REX ROTARY—hand and electric ink duplicators. Office Machinery, Ltd. Stand 74.
RONEOTYPE—printing and facsimile typewriting machine. Roneo Ltd. Stand 42/46.
ROTAFIX—rotary stencil duplicator. A. Breuer & Co., Ltd.
ROTAPRINT—offset litho duplicating and printing machines. Kaye's Rotaprint Agency, Ltd. Stand 97.
ROYAL—rotary stencil duplicator. Gestetner, Ltd. Stand 64/67.
SCOPE—stencil cutting desk unit. Gestetner, Ltd. Stand 64/67.
SWALLOW—duplicator stencils and inks, flat bed duplicator and accessories. Swallow Manufacturing Co., Ltd.

Duplicating and Printing Machines and Supplies, Spirit

BANDA—duplicators and systems mcs. Block & Anderson, Ltd. Stand 101/102.
DUPLEX—spirit process systems machine. Block & Anderson, Ltd. Stand 101/102.
DUPLOR—spirit duplicator. A. Breuer & Co., Ltd.
FORDIGRAPH—spirit duplicators and systems machines. Frank R. Ford, Ltd. Stand 26.
MULTILINEX—spirit process dual purpose systems machine. Frank R. Ford, Ltd. Stand 26.
ORLID—spirit duplicating and production control machines. Valmor, Ltd.
PELICAN—spirit duplicators. Maxlove (Continuous), Ltd.
PRINCESS—spirit process duplicating machine. Frank R. Ford, Ltd. Stand 26.
READY-MASTER—pre-printed masters for spirit duplicators. Columbia Ribbon & Carbon Mfg. Co., Ltd. Stand 50.
REX ROTARY—hand and electric spirit duplicators. Office Machinery, Ltd. Stand 74.
SIMPLEX—systems duplicator. Block & Anderson, Ltd. Stand 101/102.
S.P.R.—hectographic carbons. Columbia Ribbon & Carbon Mfg. Co., Ltd.
STANDARD—spirit process duplicator. Frank R. Ford, Ltd. Stand 26.
TRANSFER—portable rotary spirit duplicator. Frank R. Ford, Ltd. Stand 26.
VALMOR—hectographic carbon masters. Valmor, Ltd.

Envelope Opening and Sealing Machines

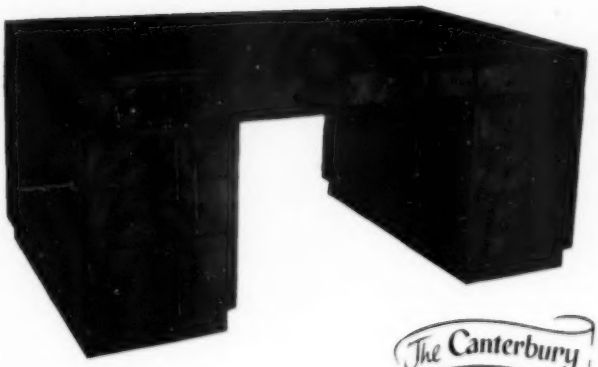
BANDAMAIL—letter opening and sealing machines. Block & Anderson, Ltd. Stand 101/102.
HALLCORT — junior envelope sealer. Magowan & Co., Ltd.
ICC—letter opening and sealing machines. International Coin Counting Machine Co., Ltd. Stand 5.
SEFAM—hand operated letter opener. A. Breuer & Co., Ltd.

Filing Cabinets, Metal

ARCLIGHT—filing cabinets. E. N. Mason & Sons, Ltd.
ART METAL—steel office furniture. Art Metal Construction Co. Stand 39.
CHATWOOD—filing cabinets. Chatwood Safe and Engineering Co., Ltd., The.
CHUBB—record protection cabinets and files. Chubb & Son's Lock and Safe Co., Ltd. Stand 71.
COPE-CHAT—steel filing cabinets and fire protection files. Copeland-Chatterson Co., Ltd., The.
DUDLEY—steel furniture and equipment. Co-operative Wholesale Society, Ltd.
EXE—filing cabinets. Milners Safe Co., Ltd. Stand 82/96.
HARVEY—steel filing equipment. G. A. Harvey & Co. (London), Ltd.
HOWDEN—steel filing equipment. James Howden & Co., Ltd. Stand 75.

The Warwick

The Bedford



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OLYMPIA

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LONDON OFFICE MACHINES LTD.

MERSEY—filing cabinets. Milners Safe Co., Ltd. Stand 82/96.
READYRECORD—filing cabinets. Randalrak, Ltd.
SAFETIFILE 60—insulated cabinet for filing and protecting papers. Remington Rand, Ltd. Stand 35/53.
WELLINGTON — steel filing cabinet. Summerfelds, Ltd.
WELWYN—steel filing cabinets. Welwyn Metal Products, Ltd.

Filing Cabinets, Wood

ABBESS—wood office furniture. Abbott Bros. (Southall). Stand 1/22a.
A.B.C.—wood office furniture. H. Caplan (Furniture), Ltd.
ARCLIGHT—wood filing cabinets. E. N. Mason & Sons, Ltd.
BELL-BARN—wood office furniture. Bell Barn, Ltd.

Filing Systems and Equipment and Sorting Systems

ALPA—binders, filing trays, etc. Alpa Plastics, Ltd. Stand 23.
ALPHA-DECIMAL—correspondence filing systems. Carter-Parratt, Ltd. Stand 7.
AMBIDEX—sorting and temporary filing systems. Ambidex Equipment Co.
AMSELOCK—filing systems and equipment. Amselock (Filing and Records Equipment), Ltd.
ARCLIGHT—filing equipment. E. N. Mason & Sons, Ltd.
ASHLEY—letter files. Trade Loose Leaf Co., Ltd., The.
BUCKFAST — document wallet. Trade Loose Leaf Co., Ltd., The.
CAMPILL — transfer case. Trade Loose Leaf Co., Ltd., The.
CAPACITY — document wallet. Trade Loose Leaf Co., Ltd., The.
CLIFTON—document wallet. Trade Loose Leaf Co., Ltd., The.
COLLATOR—sorter. Stolzenberg Patent File Co., Ltd. Stand 15.
COPPALACE—letter file. Trade Loose Leaf Co., Ltd., The.
C.V.S.—suspended filing system. Art Metal Construction Co. Stand 39, and Bulmer's (Calculators), Ltd. Stand 24.
DUAL—document wallet. Trade Loose Leaf Co., Ltd., The.
EASISORT — desk sorter. Remington Rand, Ltd. Stand 35/53.
EAST-LIGHT—filing equipment. British East-Light, Ltd.
ELTRAY—filing cabinets for stencils, litho-plates and ledger cards. Eltray Filing System, Ltd.
FLEXCORD—lace binding file. Stolzenberg Patent Filing Co., Ltd. Stand 15.
FLEXIFILE—filing aid. Remington Rand, Ltd. Stand 35/53.
FLEXOLIFT—lace binding file. Stolzenberg Patent File Co., Ltd. Stand 15.
HARROW—steel transfer cases. Standard Office Supplies Co., The. Stand 84.
HOLDALL—letter files. Trade Loose Leaf Co., Ltd., The.
JETBIND—self-binding file. Frank Wilson & Co. Stand 81.
JOCA—flat or vertical letter files. C. W. Cave & Co., Ltd. Stand 85.
LAYOUT — document wallets. Trade Loose-Leaf Co., Ltd., The.
LEGAL—document wallets. Trade Loose Leaf Co., Ltd., The.
MAXIMA—manilla wallet. Stolzenberg Patent File Co., Ltd. Stand 15.
MIL-SPAN—suspended filing system. Milner's Safe Co., Ltd. Stand 82/96.
NEATA—document wallets. Trade Loose Leaf Co., Ltd., The.
NOVO—manilla pocket. Stolzenberg Patent File Co., Ltd. Stand 15.
NUMBRIAN—manilla pocket. Stolzenberg Patent File Co., Ltd. Stand 15.
RAILEX—suspended filing system. Frank Wilson & Co. Stand 81.
REX—flat files. Stolzenberg Patent File Co., Ltd. Stand 15.
ROLLACE—letter files. Trade Loose Leaf Co., Ltd., The.
ROLLINDEX — rotary card files. Art Metal Construction Co. Stand 39.
RONEODEX—visible card record system. Roneo, Ltd. Stand 42/46.
RW—manilla file with patent gripping attachment. Rockwell-Wabash (1909), Ltd.
SECURITY—letter files. Trade Loose Leaf Co., Ltd., The.
SEPIAL — flat-tray visible card index systems and correspondence sorter. Carter-Parratt, Ltd. Stand 7.
SHANNOBLIC—suspended filing system and equipment. Shannon, Ltd., The. Stand 38.
SHANNOGRAPH—suspended filing system and equipment. Shannon, Ltd., The. Stand 38.
SHANNOGRIP—files. Shannon, Ltd., The. Stand 38.
SHANNOLACE—files. Shannon, Ltd., The. Stand 38.
SHANNOLEVER—files. Shannon, Ltd., The. Stand 38.
SHANNOLINK—suspended filing system and equipment. Shannon, Ltd., The. Stand 38.
SHANNOPOCKET—files. Shannon, Ltd., The. Stand 38.
SHANNOPRONG—files. Shannon, Ltd., The. Stand 38.
SHANNOTRANSERT — transfer files. Shannon, Ltd., The. Stand 38.
SORTERGRAF—sorting systems. Sortergraf Co., The.
SORTERLACE—letter files. Trade Loose Leaf Co., Ltd., The.
SPEEDAC—suspended filing equipment. Remington Rand, Ltd. Stand 35/53.
SPIROLACE — letter files. Trade Loose Leaf Co., Ltd., The.
STANLEY—flat file. Stolzenberg Patent File Co., Ltd. Stand 15.
STANRIAN—wallet and file. Stolzenberg Patent File Co., Ltd. Stand 15.
TENET—letter filing equipment, permanent binders, etc. London Letter File Co. Stand 4.
TUFFPLY—document wallet. Trade Loose Leaf Co., Ltd., The.
VARIADEX — alphabetic filing system. Remington Rand, Ltd. Stand 35/53.
VETRO MAJOR—mobile suspension filing cabinet. Percy Jones (Twinlock) Ltd. Stand 2.
VETRO MOBIL — loose-leaf suspension filing equipment. Percy Jones (Twinlock) Ltd. Stand 2.

Folding and Mailing Machines

PRESTOFOLD—office folding machines. H. A. Moore & Co., Ltd.
ROTAFOLD—folding machines. A. Breuer & Co., Ltd.
UNIFOLD—folding, inserting and collating machines. Unifold Mailing Machines, Ltd. Stand 43.

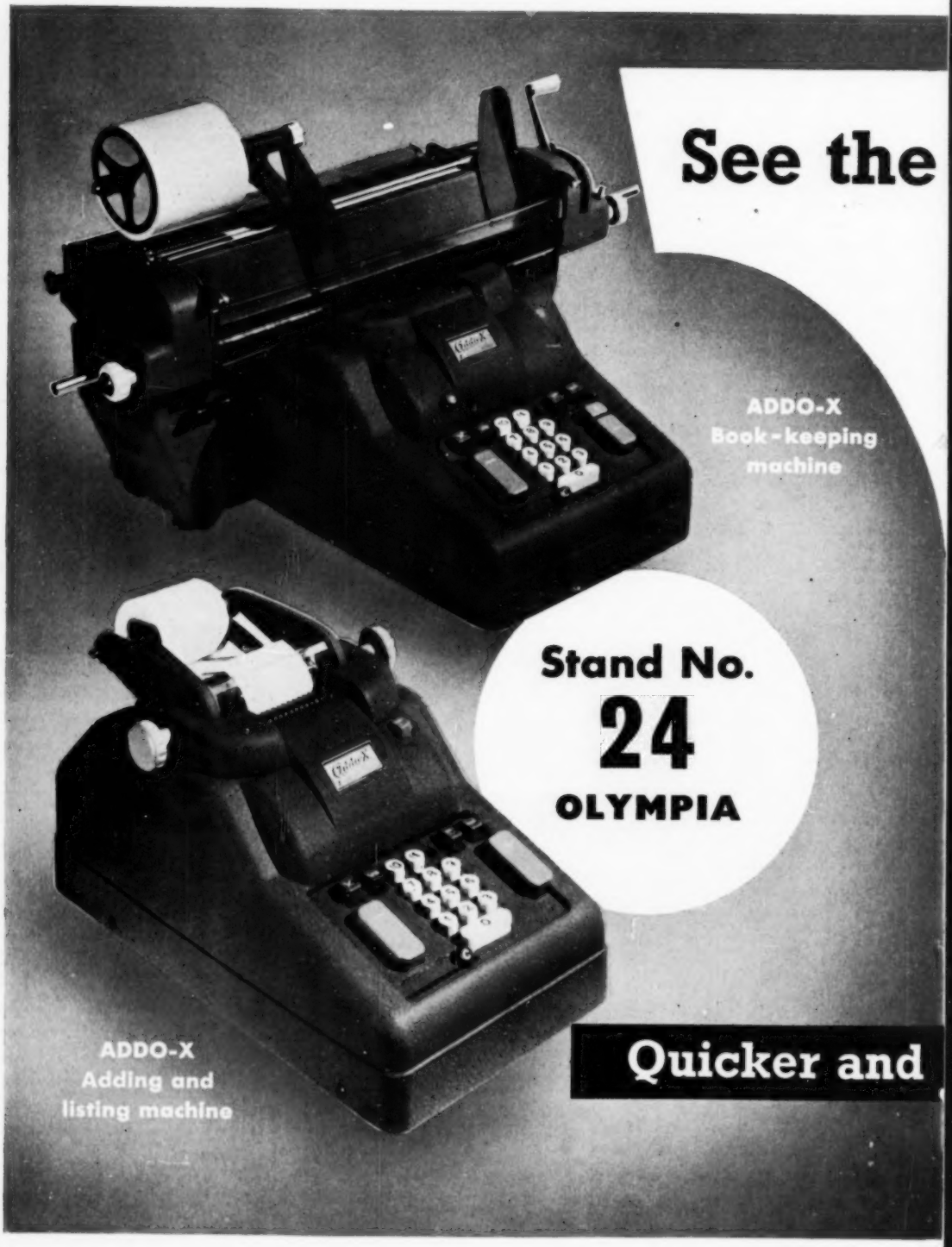
Intercommunication Equipment

A.T.M.—intercommunication and sound amplification systems. Communication Systems, Ltd.
CALL-BACK — absence indicator. Dictograph Telephones, Ltd.
DICTOCALL—staff location system. Dictograph Telephones, Ltd.
DICTOGRAPH — loudspeaking intercommunication system. Dictograph Telephones, Ltd.
DICTOMATIC—loudspeaking intercommunication system. Dictograph Telephones, Ltd.
HURRYPHONE—intercommunication paging system. Dictograph Telephones, Ltd.
INTERCHIEF — loudspeaker telephone system. E. Shipton & Co., Ltd.
INTERCOMMUNICATOR — loudspeaking intercommunication equipment. Hadley Sound Equipments, Ltd.
INTERMAINS — press-button telephone system. E. Shipton & Co., Ltd.
LOUDSPEAKERPHONE—loudspeaking intercommunication system. Edison Swan Electric Co., Ltd., The.
MAGNETA—intercommunication and p.a. systems. Magneta Time Co., Ltd.
MAN-HUNTER—staff location system. Manifoldia, Ltd. Stand 45.
MULTICOM—loudspeaking intercommunication equipment. Hadley Sound Equipments, Ltd.
PIONEER—staff location systems and equipment. Communication Systems, Ltd.
PORTOGRAPH — executive's door control indicators. Dictograph Telephones, Ltd.
SOUNDMASTER—loudspeaking intercommunication equipment. Communication Systems, Ltd.
STANDARD — intercommunication equipment. Standard Telephones and Cables, Ltd.
STERDY—intercommunication equipment. Sterdy Telephones, Ltd.
STROWGER—private automatic telephone exchanges. Communication Systems, Ltd.
TELEVOX—telephone amplifying and intercommunication equipment. Tele-Vox (London), Ltd.
T.R.—intercommunication equipment, fire alarms, staff location equipment. Telephone Rentals, Ltd.

Loose-Leaf Ledgers and Systems

BECKENHAM—loose-leaf ledger. Percy Jones (Twinlock), Ltd. Stand 2.
BINDALL—loose-leaf binders. Percy Jones (Twinlock), Ltd. Stand 2.
BLACK PRINCE—loose-leaf binder. Percy Jones (Twinlock), Ltd. Stand 2.
BLUE DIAMOND—four post binders. National Loose Leaf Co., Ltd.
BLUE STANDARD—four post binders. National Loose Leaf Co., Ltd.
BRADFORD—thong binder and document wallet. Trade Loose Leaf Co., Ltd., The.
CAMLOCK—loose-leaf ledger. Percy Jones (Twinlock), Ltd. Stand 2.
CAPACITY—loose-leaf ledger. Percy Jones (Twinlock), Ltd. Stand 2.
CLAMPO—non-perforate binder. Stolzenberg Patent File Co., Ltd. Stand 15.
COPE-CHAT—loose-leaf binders. Copeland-Chatterson Co., Ltd., The.
CREDIT—loose-leaf binders. Percy Jones (Twinlock), Ltd. Stand 2.
CRITERION—thong binder. Trade Loose Leaf Co., Ltd., The.
CROWN—loose-leaf binders. Percy Jones (Twinlock), Ltd. Stand 2.
DEFINAC—visible records. Definac, Ltd. Stand 61.
DRAWLOCK—loose-leaf thong ledger. Percy Jones (Twinlock), Ltd. Stand 2.
EAGLE—visible prong binders. Trade Loose Leaf Co., Ltd., The.
ECONOMIC—loose-leaf ledger. Moore's Modern Methods, Ltd. Stand 16.
EMPIRE—loose-leaf slide bar type binder. Percy Jones (Twinlock), Ltd. Stand 2.
EXPRESS-POSTA—machine posting loose-leaf binders. Copeland-Chatterson Co., Ltd., The.
FAST-GRIP—machine posting binder. Copeland-Chatterson Co., Ltd., The.
GUARDIAN—loose-leaf sectional post binder. Percy Jones (Twinlock), Ltd. Stand 2.
HATTON—loose-leaf solid post binder. Percy Jones (Twinlock), Ltd. Stand 2.
HERCULES—loose-leaf thong ledger. Percy Jones (Twinlock), Ltd. Stand 2.
HOLBORN—loose-leaf thong ledger. Percy Jones (Twinlock), Ltd. Stand 2.
INTERSCREW—twin post binders. Trade Loose Leaf Co., Ltd., The.
KALAMAZOO—machine accounting equipment, loose-leaf equipment, indexing equipment. Kalamazoo, Ltd. Stand 47.
KENT—loose-leaf steel back ledger. Percy Jones (Twinlock), Ltd. Stand 2.
KINGSWAY—loose-leaf ledger. Moore's Modern Methods, Ltd. Stand 16.
MINUTE—loose-leaf slide bar type binder. Percy Jones (Twinlock), Ltd. Stand 2.
MODERN—loose-leaf sheet holder. Percy Jones (Twinlock), Ltd. Stand 2.
MOORESLIP—loose-leaf covers. Moore's Modern Methods, Ltd. Stand 16.
MOOREWIRE—loose-leaf covers. Moore's Modern Methods, Ltd. Stand 16.
MULTIRING—loose-leaf analysis book. Percy Jones (Twinlock), Ltd. Stand 2.
NATSCREW BINDERS—interscrew binders. National Loose Leaf Co., Ltd.
OVALPOST — loose-leaf binders. Percy Jones (Twinlock), Ltd. Stand 2.
PARAFLEX—thong style loose-leaf binders. Lamson Paragon Supply Co., Ltd. Stand 36/52.
PARAGON—loose-leaf binders. Lamson Paragon Supply Co., Ltd. Stand 36/52.
PARLA-PIVOT—loose-leaf covers. Moore's Modern Methods, Ltd. Stand 16.

Continued on page 51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listing machine
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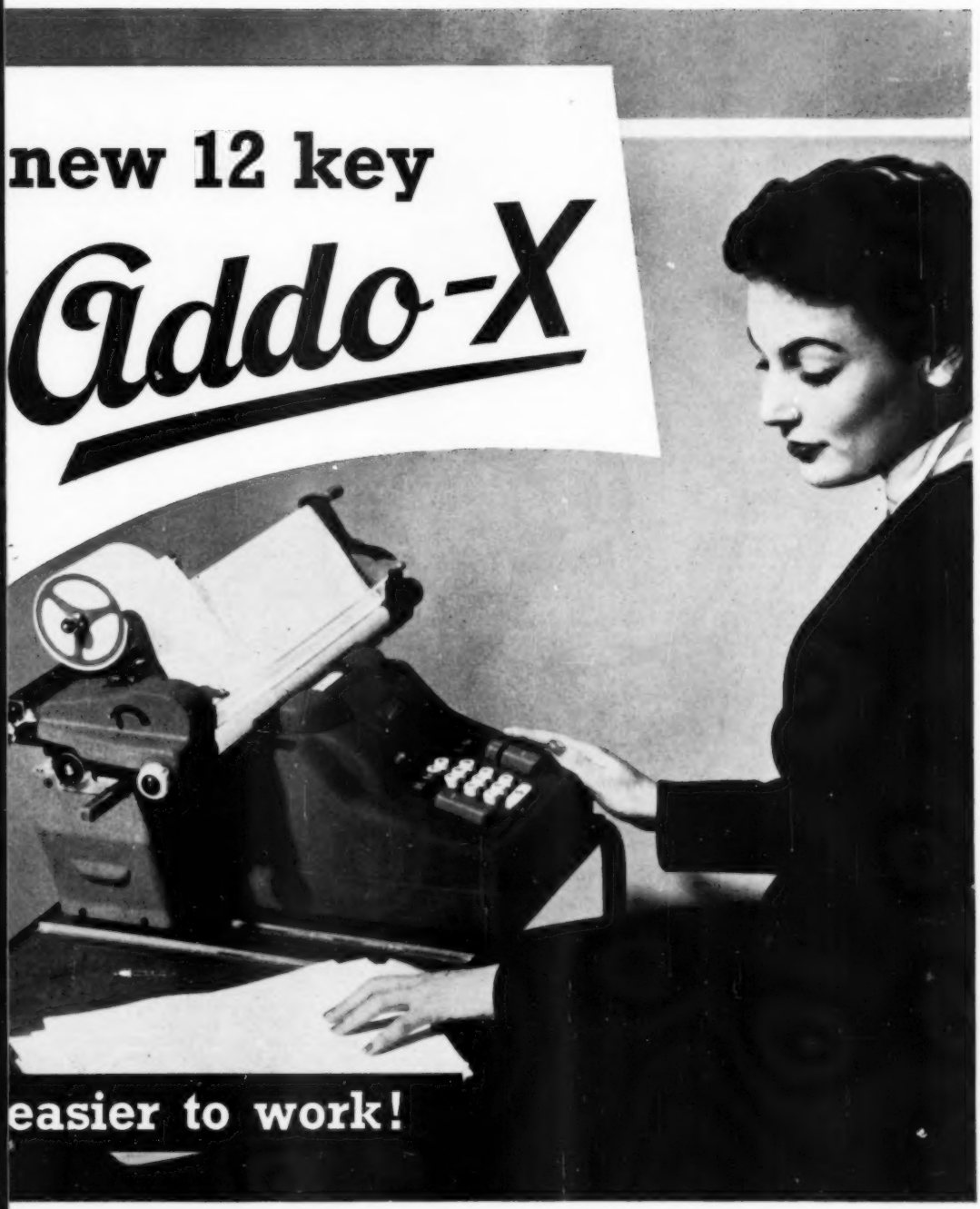

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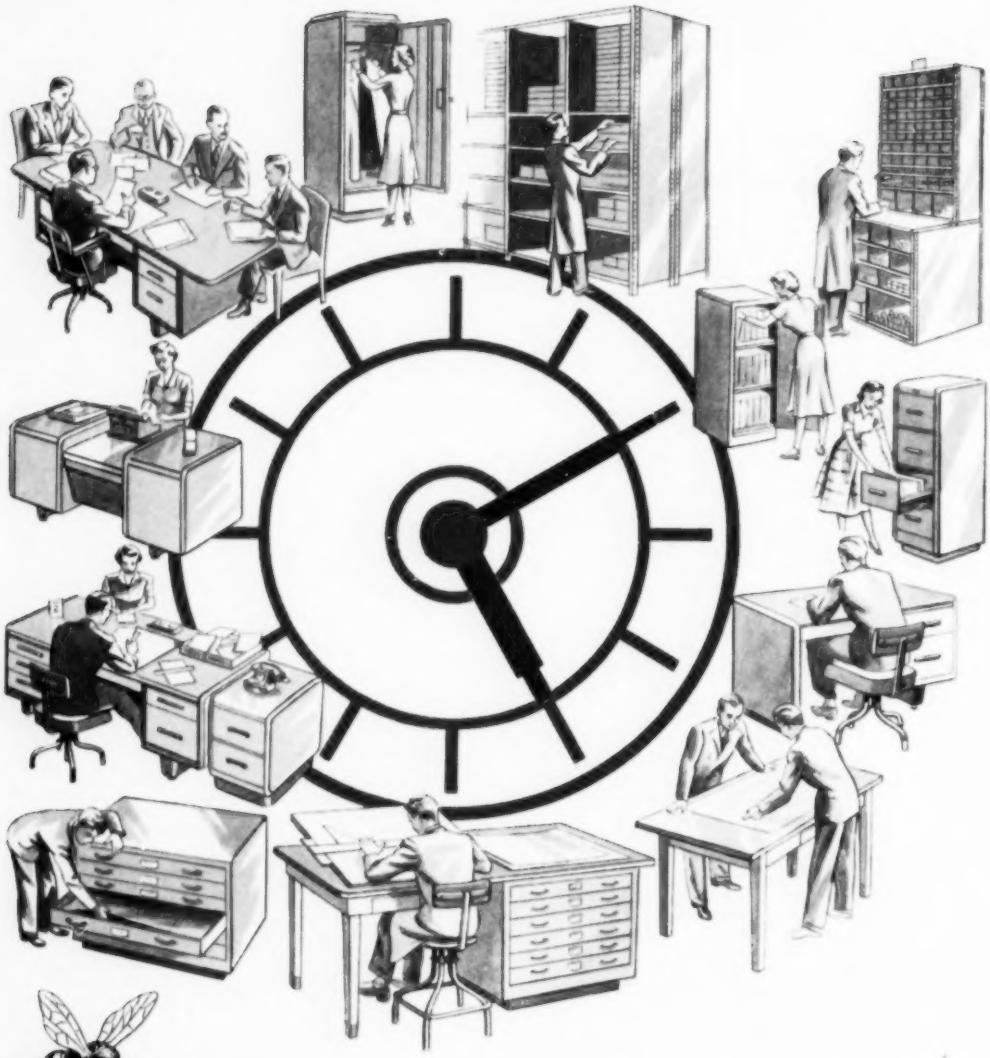

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WORKCHAIRS

Time and space saving in business is the basis of real efficiency, and every piece of Rubery Owen Office Furniture and Commercial and Industrial Equipment is functionally designed for this purpose. For every hour of the clock there is a representative item of R.O. Equipment, each piece combining beauty of appearance with the maximum of efficiency in use. Except for export requirements there is likely to be a material shortage which will interrupt the free flow to the home market of this "furniture of the future".

RUBERY OWEN EQUIPMENT FOR OFFICE AND FACTORY

Office Equipment Division : Rubery, Owen & Co., Ltd., Darlaston, South Staffs.
Industrial Storage Equipment Division : Rubery, Owen & Co., Ltd., Whitegate, Wrexham, N. Wales

PREMIER—loose-leaf sectional post binders. Percy Jones (Twinlock), Ltd. Stand 2.
PRIVATE—loose-leaf slide bar type binder. Percy Jones (Twinlock), Ltd. Stand 2.
PRONG—loose-leaf solid post binder. Percy Jones (Twinlock), Ltd. Stand 2.
QUALITY—four post binder. National Loose Leaf Co.,Ltd.
RAPIDREF—loose-leaf visible record binder. Percy Jones (Twinlock), Ltd. Stand 2.
REDIREF—loose-leaf visible record binder. Percy Jones (Twinlock), Ltd. Stand 2.
RELIANCE — loose-leaf sectional post binders. Percy Jones (Twinlock), Ltd. Stand 2.
RIVERSIDE — telescopic post binders. National Loose Leaf Co., Ltd.
SECURE—loose-leaf sectional post binders. Percy Jones (Twinlock), Ltd. Stand 2.
SECURITY—loose-leaf ledgers. Moore's Modern Methods, Ltd. Stand 16.
SENTINEL—loose-leaf thong leader. Percy Jones (Twinlock), Ltd. Stand 2.
SOVEREIGN—loose-leaf slide bar type binder. Percy Jones (Twinlock), Ltd. Stand 2.
SPRING BACK—loose-leaf spring back binder. Percy Jones (Twinlock), Ltd. Stand 2.
STANDARD—sectional post binders. Trade Loose Leaf Co., Ltd., The.
ST. BRIDE—loose leaf ledgers. Moore's Modern Methods, Ltd. Stand 16.
TWINLOCK I and II—loose-leaf steel back ledgers. Percy Jones (Twinlock), Ltd. Stand 2.
TWINRING—loose-leaf solid post binders. Percy Jones (Twinlock), Ltd. Stand 2.
TWINSCREW—loose-leaf solid post binder. Percy Jones (Twinlock), Ltd. Stand 2.
UNIVERSAL — transfer binders. Trade Loose Leaf Co., Ltd., The.
UTILE—four post binders. Trade Loose Leaf Co., Ltd., The.
VICTOR—thong binder. Trade Loose Leaf Co. Ltd., The.
VISICOPIER—copying plate. Shann & Co. Ltd., The. Stand 58.
VULCAN—loose-leaf thong ledger. Percy Jones (Twinlock), Ltd. Stand 2.
ZAR—loose-leaf sectional post binders. Percy Jones (Twinlock), Ltd. Stand 2.

Machine Posting Equipment

ALPA—machine posting equipment. Alpa Plastics, Ltd. Stand 23.
CHUBB—posting equipment. Chubb & Son's Lock & Safe Co., Ltd. Stand 71.
COPE-CHAT—posting equipment. Copeland-Chatterson Co., Ltd., The.
DEFINAC—multiple posting systems and equipment and machine posting equipment. Definac, Ltd. Stand 61.
DONDAY—machine posting equipment. Alpa Plastics, Ltd. Stand 23.
EASIPOST—ledger tray. Remington Rand, Ltd. Stand 35/53.
EXPRESS POSTA—machine posting loose-leaf binders. Copeland-Chatterson Co., Ltd., The.
FLEET-RAIL—machine posting equipment. Moore's Modern Methods, Ltd. Stand 16.
FLYWEIGHT—machine posting trays and trolleys. Roneo, Ltd. Stand 42/46.
IBM—facsimile posting machine. IBM, United Kingdom, Ltd. Stand 68.
MACHINE-POSTINDEX—machine accounting systems. Art Metal Construction Co. Stand 39.
MAYBEE—portable machine posting tray. Copeland-Chatterson Co., Ltd., The.
MOORESPEED—machine posting equipment.—Moore's Modern Methods, Ltd. Stand 16.
MOORE-VISIBLE—machine posting equipment. Moore's Modern Methods, Ltd. Stand 16.
PRESTO TRAY—loose-leaf machine accounting tray. Percy Jones (Twinlock), Ltd. Stand 2.
RONEOTOL — visible machine posting equipment. Roneo, Ltd. Stand 42/46.
SUPER-FLEET—machine posting equipment. Moore's Modern Methods, Ltd. Stand 16.

Microfilm and Ancillary Equipment

G.B.—BELL & HOWELL—microfilm equipment. Burroughs Adding Machine, Ltd. Stand 60/69.
MICRO-FILE—microfilm equipment. Kodak, Ltd. Stand 11.
RECORDAK—microfilm equipment and materials. Kodak, Ltd. Stand 11.

National Insurance Franking Machines

NEOPOST—insurance franking machine. Roneo-Neopost, Ltd. Stand 62.

Office Composing Machines

DSJ—office composing machine. Vari-Typer Distributors (Great Britain), Ltd.

P.A.Y.E. Systems and Equipment

ANSON—P.A.Y.E. machines. George Anson & Co., Ltd. Stand 94.
DEFINAC—multiple posting systems and equipment. Definac, Ltd. Stand 61.
KALAMAZOO—machine accounting equipment. Kalamazoo, Ltd. Stand 47.
PAYWRITE—manual multiple writing accounting machine. Copeland-Chatterson Co., Ltd., The.
POPULAR—wages books. Trade Loose Leaf Co., Ltd., The.
PRIMUS—P.A.Y.E. and accounting systems and tax tables. Carter-Davis, Ltd. Stand 85.
TOTAX—P.A.Y.E. system. Moore's Modern Methods, Ltd. Stand 16.

Photocopying Equipment

ADMEL—office and drawing office photocopying equipment. Lawes Rabjohns, Ltd. Stand 44.
ARCLIGHT—photocopying equipment. E. N. Mason & Sons, Ltd.
COPYCAT—reflex photocopying equipment. Copyrat Associated (Marketing) Ltd.
COPYFIX—developing machines. Lawes Rabjohns, Ltd. Stand 44.
COPYRAPID—photocopying equipment. Lawes Rabjohns, Ltd. Stand 44.
DUOS—reflex copying equipment. Photostat, Ltd. Stand 33.
DUPLOMAT—[illegible] photocopying equipment. Copyrat Associated (Marketing), Ltd.
DUPLOMATOR—reflex photocopying equipment. A. Breuer & Co., Ltd.
DY-FLEX—photo documentation equipment. Remington Rand, Ltd. Stand 35/53.
HUBEX—photocopying apparatus and photo-litho equipment. J. J. Huber, Ltd.
LUMOPRINT—reflex exposure apparatus. Lawes Rabjohns, Ltd. Stand 44.
MERVAC—photocopying equipment. Grant Production Co., Ltd.
MONEX—photocopying equipment. Lawes Rabjohns, Ltd. Stand 44.
OZALID—drawing office photocopying equipment. Ozalid Co., Ltd. Stand 104.
OZARAPID—commercial office photocopying equipment. Ozalid Co., Ltd. Stand 104.
PHOTOSTAT—photographic machine for reproduction of plans and documents. Photostat, Ltd. Stand 33.
REMFLEX—photo documentation equipment. Remington Rand, Ltd. Stand 35/53.
REPROSTAT—office copying equipment. Lawes Rabjohns, Ltd. Stand 44.
STATFILE—photocopying equipment. Photostat, Ltd. Stand 33.

Postal Franking Machines

MULTI-VALUE—hand and electric postal franking machines. Universal Postal Frankers, Ltd. Stand 6.
NEOPOST—postal franking machines. Roneo-Neopost, Ltd. Stand 62.
PITNEY-BOWES AV—high speed franking and sealing machine. Universal Postal Frankers, Ltd. Stand 6.
SIMPLEX MAJOR—postal franking machine. Universal Postal Frankers, Ltd. Stand 6.
SIMPLEX MINOR—postal franking machine. Universal Postal Frankers, Ltd. Stand 6.

Production Control Systems and Visual Charts

DEFINAC—visible records. Definac, Ltd. Stand 61.
DUPLEX—spirit process systems machine. Block & Anderson, Ltd. Stand 101/102.
FORDIGRAPH—spirit systems machines. Frank R. Ford, Ltd. Stand 26.
IBM—production control equipment. IBM United Kingdom, Ltd. Stand 68.
MULTILINEX—spirit process dual purpose systems machine. Frank R. Ford, Ltd. Stand 26.
ORLID—spirit production control machines. Valmor, Ltd.
PLANFLEX—visual control boards. Block & Anderson Ltd. Stand 101/102.
PLAN-O-MATIC—visual control charts and systems. Dacron, Ltd. Stand 80a.
SCHED-U-GRAPH—combined charting and recording equipment. Remington Rand, Ltd. Stand 35/53.
SELDEX — visible production and stores control systems and equipment. Constructors, Ltd. Stand 40.
SIMPLEX—spirit process systems duplicator. Block & Anderson, Ltd. Stand 101/102.
TICKETOGRAPH — production control system. IBM United Kingdom, Ltd. Stand 68.

Punched Card and Ancillary Equipment

COLANGULAR—punched card accessories. British Tabulating Machine Co., Ltd., The. Stand 59/70.
EVERTAUT — punched card ancillary equipment. Evertaut, Ltd. Stand 77.
FINDEX—hand punched card system. C. W. Cave & Co., Ltd. Stand 57.
HOLLERITH—punched card equipment and machines. British Tabulating Machine Co. Ltd., The. Stand 59/70.
IBM—punched card machines and equipment. IBM United Kingdom, Ltd. Stand 68.
P.C.A.—punched card accessories. Gordon Metal Fabrications, Ltd. Stand 9.
POWERS-SAMAS—punched card accounting machines and ancillary equipment. Powers-Samas Accounting Machines (Sales), Ltd. Stand 56/73.

Safes

CHATWOOD—safes, strong room equipment, safe cabinets and files.—Chatwood Safe & Engineering Co., Ltd., The.
CHUBB—safes, strong room equipment, record protection cabinets and files. Chubb & Son's Lock & Safe Co., Ltd. Stand 71.
DOCUMENT—office safes. Milners Safe Co., Ltd. Stand 82/96.
DUDLEY — office safes. Co-operative Wholesale Society, Ltd.
JOELI—fire, fall and thief resisting safes. Joeli Safe Co. (London), Ltd.
RELIANCE—safes. John Tann, Ltd.
SAFETIFILE 60—insulated cabinet for filing and protecting papers. Remington Rand, Ltd. Stand 35/53.
SAMCO—safes. Samuel Withers & Co., Ltd.

Seating

ABBESS—wood office furniture. Abbott Bros. (Southall). Stand 1/22a.
ARCLIGHT—office seating. E. N. Mason & Sons, Ltd.
ART METAL—steel office furniture. Art Metal Construction Co. Stand 39.
BELL-BARN—wood office furniture. Bell-Barn, Ltd.
CANTIBEND—chairs. Milners Safe Co., Ltd. Stand 82/96.
COX—tubular steel furniture. Cox & Co. (Watford), Ltd.
DU-AL—tubular steel furniture. Dare-Inglis Productions, Ltd.
DUDLEY—steel furniture. Co-operative Wholesale Society, Ltd.
EVERTAUT—office and canteen chairs. Evertaut, Ltd. Stand 77.

LEABANK WORKCHAIRS—factory and office seating. Leabank Chairs, Ltd. Stand 98.
METCHAIR—tubular office chairs. Office Machinery, Ltd. Stand 74.
STANDARD—wood office chairs. C. W. Cave & Co., Ltd. Stand 57.
TAN-SAD—posture chairs for office and factory. The Tan-Sad Chair Co. (1931), Ltd. Stand 41.

Stapling Machines and Accessories

ACE—stapling machines and staple removers. Standard Office Supplies Co., The. Stand 84.
ACE CLIPPER—undulated staples. Standard Office Supplies Co., The. Stand 84.
BATES—stapling machines and staples. Magowan & Co., Ltd.
BLUE BOX—staples. Standard Office Supplies Co., The. Stand 84.
COMET—stapling machine. Ofrex, Ltd. Stand 55.
GIANT—stapling machine. Ofrex, Ltd. Stand 55.
ROBUST—stapling machine. Ofrex, Ltd. Stand 55.
SAMSON—stapling machine. Ofrex, Ltd. Stand 55.
VELOS—stapling machine. Rees Pitchford & Co., Ltd.

Stenographic Machines

PALANTYPE—stenotyping machine and supplies. Palantype College, The.

Storage Equipment

ADJUSTEEL—metal shelving. Constructors, Ltd. Stand 40.
ARCLIGHT — storage equipment. E. N. Mason & Sons, Ltd.
ART METAL — steel storage equipment. Art Metal Construction Co. Stand 39.
BISLEY—metal cupboard. F. C. Brown.
CM SERIES—storage equipment. Roneo, Ltd. Stand 42/46.
COPE-CHAT — steel storage equipment. Copeland-Chatterson Co., Ltd., The.
DARTMOUTH—steel cupboard. Standard Office Supplies Co., The. Stand 84.
DUDLEY — steel equipment for offices, shops and warehouses. Co-operative Wholesale Society, Ltd.
DWARF — sliding door wood cupboard. Carson Bros. Productions.
EVERTAUT—cupboards and lockers, office shelving. Evertaut, Ltd. Stand 77.
HARVEY—steel filing and storage equipment. G. A. Harvey & Co. (London), Ltd.
HELMSMAN—steel lockers, cupboards, shelving, bins. W. B. Bawn & Co., Ltd.
HOWDEN—steel storage equipment. James Howden & Co., Ltd. Stand 75.
NSE—steel storage equipment. Norwood Steel Equipment, Ltd.
RANDALRAK—industrial storage equipment. Randalrak, Ltd.
READYRAK—industrial shelving. Randalrak, Ltd.
RECEPTORAK—tray storage equipment. Randalrak, Ltd.
RIGIDRAK—industrial shelving. Randalrak, Ltd.
ROLSTORE—steel mobile storage equipment. Acrow (Engineers), Ltd.
SIMPLA — fixed and mobile adjustable racking. Waddells (Stratford Steel Equipment), Ltd.
STONEHOUSE—storage equipment. Stonehouse Steel Equipment, Ltd.
STOR—steel multi-drawer cabinets. Owen & Randall (Stor Cabinets), Ltd. Stand 88.
STORMOR—mobile storage equipment and steel shelving. J. Glover & Sons, Ltd. Stand 31.
WELWYN — steel storage equipment. Welwyn Metal Products, Ltd.

Teleprinters and Allied Equipment

DESK-FAX — facsimile communication equipment. Creed & Co., Ltd.
OLIVETTI—teleprinters. British Olivetti, Ltd. Stand 66.
RADIO-PRINTER—teleprinter using short wave radio transmission. Trevor-Johnstone Co., Ltd., The.

Ticket Printing and Issuing Machines

IMPRIMA—single ticket, label and tag overprinting machine. Dapag (1943), Ltd. Stand 78/100.
LANGAPRES — carton overprinting machine. Dapag (1943), Ltd. Stand 78/100.
TICKOPRES—ticket, label and tag overprinting machine. Dapag (1943), Ltd. Stand 78/100.

Time Recorders

AUTOCLIP—factory attendance time recorder. Blick Time Recorders, Ltd. Stand 80.
CLIPPER—time recorder. Gledhill-Brook Time Recorders, Ltd., The. Stand 63.
IBM—time recorders. IBM United Kingdom, Ltd. Stand 68.
INTERNATIONAL — job time recorder. IBM United Kingdom, Ltd. Stand 68.
PRINTIME—electric time stamp. IBM United Kingdom, Ltd. Stand 68.
STAFSINE—signature time recorder. Blick Time Recorders, Ltd. Stand 80.
SUPERELECTRIC—time recorders. IBM United Kingdom, Ltd. Stand 68.
TELEGRAPHIC—electric time stamp. Blick Time Recorders, Ltd. Stand 80.
T.R.—time recorders and job time recording equipment. Telephone Rentals, Ltd.

Typewriters and Accessories

ADLER—typewriters. T.S. (Office Equipment) Ltd. Stand 76.
BYRON — standard typewriter. Byron Typewriters (John Jardine, Ltd.). Stand 30.
DIANA—portable typewriter. Royal Typewriters (The Visible Writing Machine Co., Ltd.) Stand 19.
EMPIRE — typewriters and accessories. British Typewriters, Ltd. Stand 72.
EVEREST — typewriters. T.S. (Office Equipment), Ltd. Stand 76.
EXECUTIVE — electric typewriter. IBM United Kingdom, Ltd. Stand 68.
HALDA — standard and portable typewriters. Valentin, Ltd.
HERMES—manual and electric typewriter. B.T.L. Office Equipment Distributors, Ltd. Stand 72.
IBM—electric typewriters. IBM United Kingdom, Ltd. Stand 68.
IMPERIAL—typewriters. Imperial Typewriter Co., Ltd. Stand 48.
IMPERITYPE — typewriter supplies. Imperial Typewriter Co., Ltd. Stand 48.
LETTERA 22—portable typewriter. British Olivetti, Ltd. Stand 66.
LEXIKON — electric typewriter. British Olivetti, Ltd. Stand 66.
LINDICATOR—typist's copyholder. Lindication, Ltd.
MERCEDES—electric typewriter. Mercedes Sterling Book-Keeping and Calculating Machines, Ltd. Stand 87.
OLIVER — portable and standard typewriters. Oliver Typewriter Manufacturing Co., Ltd. Stand 21.
OLYMPIA—standard and portable typewriters. Olympia Office Machine (Sales), Ltd. Stand 86.
ROYAL — standard and portable typewriters (Visible Writing Machine Co., Ltd.). Stand 19.
TYP-O-RITE—type cleaner. A. Breuer & Co., Ltd.
UNDERWOOD — standard and electric typewriters, form writing machines and office machine supplies. Underwood Business Machines, Ltd. Stand 14/28.

Visible Files, Records and Systems

ADMINDEX—strip and flat tray card index systems and equipment. Carter-Parratt, Ltd. Stand 7.
ARCLIGHT — filing equipment. E. N. Mason & Sons, Ltd.
BARDEX—pocket visible index equipment. Copeland-Chatterson Co., Ltd., The.
BANKDEX—visible strip index equipment. Bulmer's (Calculators), Ltd. Stand 24.
BIZADA—flat tray and strip index equipment. Carter-Parratt, Ltd. Stand 7.
BULMERDEX—visible card index equipment. Bulmer's (Calculators), Ltd. Stand 24.
CARD-INDESK—vertical visible card index desk. Carter-Parratt, Ltd. Stand 7.
CAVEDEX—strip index system. C. W. Cave & Co., Ltd. Stand 57.
CAVEDEX JUNIOR—visible books. C. W. Cave & Co., Ltd. Stand 57.
CHAINDEX—linked record cards with visible titling. Remington Rand, Ltd. Stand 35/53.
COPE-CHAT — strip index equipment. Copeland-Chatterson Co., Ltd., The.
DEFINAC—visible records. Definac, Ltd. Stand 61.
EXPANDEX — visible filing systems. Expandex Visible Filing Co., Ltd. Stand 27.
HANDIREF — loose-leaf visible record binders. Percy Jones (Twinlock), Ltd. Stand 2.
KALAMAZOO—visible indexing equipment. Kalamazoo, Ltd. Stand 47.
KARDEX — visible records equipment. Remington Rand, Ltd. Stand 35/53.
LINEDEX—strip index. Remington Rand, Ltd. Stand 35/53.
LINKDEX—indexing equipment. Roneo, Ltd. Stand 42/46.
MERLIN—visible suspended filing system. Trade Loose Leaf Co., Ltd., The.
MOORE'S MINOR—visible records. Moore's Modern Methods, Ltd. Stand 16.
NIMBLEX — visible records. Moore's Modern Methods Ltd. Stand 16.
POSTINDEX—visible filing system. Art Metal Construction Co. Stand 39.
RAILEX—suspended filing system. Frank Wilson & Co. Stand 81.
REFER-READY — visible suspension files and pockets. Randalrak, Ltd.
ROCKWELL-VISIBLE — suspended filing equipment. Rockwell-Wabash (1909), Ltd.
RONEODEX—visible card record system. Roneo, Ltd. Stand 42/46.
SEPIAL — flat tray visible card index systems. Carter-Parratt, Ltd. Stand 7.
SHANNOBLIC—suspended filing systems and equipment. Shannon, Ltd., The. Stand 38.
SHANNOGRAPH—suspended filing systems and equipment. Shannon, Ltd., The. Stand 38.
SHANNOLEAF—visible records and equipment. Shannon, Ltd. The. Stand 38.
SHANNOLINK—suspended filing systems and equipment. Shannon, Ltd., The. Stand 38.
SHANNOSTRIP — one line records and equipment. Shannon, Ltd., The. Stand 38.
SHANNOVUE—visible records and equipment. Shannon, Ltd., The. Stand 38.
SPEEDAC—visible suspended filing equipment. Remington Rand, Ltd. Stand 35/53.
STRIPDEX—visible strip index equipment. Roneo, Ltd. Stand 42/46.
VARIADEX — alphabetic filing system. Remington Rand, Ltd. Stand 35/53.
VISTEM — vertical visible card index systems. Carter-Parratt, Ltd. Stand 7.
VISUALISER—visible index binder. Copeland-Chatterson, Co., Ltd. The.
VIZZDEX — visible index pocket equipment. Copeland-Chatterson Co., Ltd., The.
VUADEX — visible records. Moore's Modern Methods Ltd. Stand 16.

Wages Paying Machines and Systems

ANSON — P.A.Y.E. and accounting machines. George Anson & Co., Ltd. Stand 94.
BRANDT—wages paying machine. R.A.L. Ltd.
PAYWRITE — manual multiple writing accounting machine. Copeland-Chatterson Co., Ltd., The.

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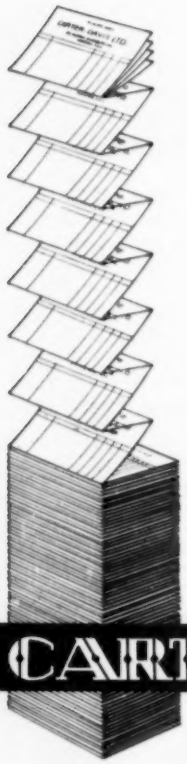

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by **W. J. ARRIS,** *President, Office Appliance and Business Equipment Trades Association. Managing Director, Burroughs Adding Machine Ltd.*

THE British office equipment industry's annual national fair, the Business Efficiency Exhibition, is to be held at Olympia from June 16-26. It will be opened by Sir Miles Thomas.

Being staged, as it is, at a time when a number of the most important of the Coronation year events are taking place, special efforts are being made to ensure that it will be an exhibition of outstanding merit. Appropriately, being the Coronation year B.E.E., there will be more exhibitors than ever before—nearly 90—and the extent of the display—170,000 sq. ft.—should make it a most impressive display.

Business machines and office appliances have been described as "the machine tools of efficient management." The description is apt not merely because the mechanization of clerical procedures has a directly beneficial effect on clerical costs, but also because it affects advantageously the general efficiency of a whole undertaking from top to bottom. It does more, it increases production, it increases profit and, at the same time, benefits the employee by reducing drudgery and making for a better place to work.

Modernization of plant and equipment in the office is as important as in the factory because without the benefits of up-to-date methods, management does not get the facts in time—and management needs news not history.

The display at Olympia will include adding and calculating machines, bank proof and bookkeeping equipment, invoicing machines, photographic recording appliances, budgetary control charts, staff signalling and recording systems, order and stock records equipment, and so forth. Brought together, as they will all be, under one roof, these machines, appliances and systems, will afford an unparallelled opportunity for forming a general appreciation not only of the advantages of machines as compared with manual methods, but also of the relative merits of the many different machines for the many procedures with which management of industry and commerce is faced.

More Normal Trading Conditions Enhance the Value of the B.E.E.

by **J. A. CUMMING,**
Hon. Marketing Director, O.A.B.E.T.A., Director, Gestetner Ltd.

IN the immediate post-war period when the sellers' market prevailed, we were unable to make the very best use of exhibitions. Order books were filled and it was difficult to keep faith with clients and prospects in the face of restrictions upon the use of new materials and other factors including, of course, the need to export more, which seriously delayed deliveries at home. The exhibition in those days was no more than a promise of future availability and an expression of goodwill to our customers.

Today, with a return to more

normal and healthier trading conditions, the power and influence of the exhibition as a method of sales promotion is seen in its true perspective. When, as in the case of the Business Efficiency Exhibition, it is organized by the official association of the industry, the exhibition becomes a valuable shop window both for the industry as a whole and its individual members. It provides unrivalled opportunities for the display and demonstration of equipment to those persons who are directly interested. It also enables the buyer to see concentrated under one roof all the varying types of office equipment which is at his disposal. He thus gets a chance to assess the particular merits of each and decide which will best suit his purpose.

Despite the disappearance of the sellers' market, the need for export remains, of course, as great as ever. We welcome the opportunity of seeing overseas visitors at our exhibitions and the export figures reflect the healthy nature of the development of the industry in overseas markets. Only with a vigorous exhibition policy can we hope to maintain the excellent record in the export field which the industry has built up since the war.

There is every indication that this great Coronation Business Efficiency Exhibition will be one of the finest ever organized by the association. We have the determined support of all our members and we are confident that the display at Olympia will be as comprehensive a collection of well-designed, efficient equipment as you could find anywhere in the world today.

B.E.E.'s Success Depends on British Industry's Interest and Support

by Mrs. S. S. ELLIOTT, M.B.E.,
Exhibition Director, O.A.B.E.T.A.

THE Coronation Business Efficiency Exhibition is being held at a time when the nation must have greater overall productivity if it is to retain its standard of living and its prestige in world affairs. As becomes then a youthful and growing industry such as it represents, the B.E.E. is certainly comparable in size, and I believe more than comparable in all other respects, with the very finest of its counterparts ever staged not only in Great Britain but anywhere in the world.

Its complete success, however, depends on more than just appeal to the public as a show-window. It represents one industry's gesture of co-operation to all industry and it is the way that that gesture is received that really matters.

The equipment that has been brought together under one roof is there to be seen, discussed and considered by all men and women in business and industry so that they may visualize its adoption and adaption to the solution of the special problems facing them today.

While this B.E.E. is the biggest exhibition, it is not the only one the association is holding this year. In September, O.A.B.E.T.A. will be staging a smaller exhibition in Cardiff, followed by another at Newcastle in November. Again, while the exhibitors will be there to sell, they will be there, too, to collaborate with and assist anyone seeking to increase productivity.

LIST OF EXHIBITORS

in numerical Stand order

1. Abbott Bros. (Southall).
2. Percy Jones (Twinlock), Ltd.
3. Kolok Manufacturing Co., Ltd.
4. London Letter File Co.
5. International Coin Counting Machine Co., Ltd.
6. Universal Postal Frankers, Ltd.
7. Carter-Parratt, Ltd.
9. Gordon Metal Fabrications, Ltd.
11. Kodak, Ltd.
12. Fanfold, Ltd.
14. Underwood Business Machines, Ltd.
15. Stolzenberg Patent File Co., Ltd.
16. Moore's Modern Methods, Ltd.
17. Addressograph-Multigraph, Ltd.
18. Automaticket, Ltd.
19. Royal Typewriters (The Visible Writing Machine Co., Ltd.).
20. London Office Machines, Ltd.
21. Oliver Typewriter Manufacturing Co., Ltd.
22. Halsby and Co., Ltd.

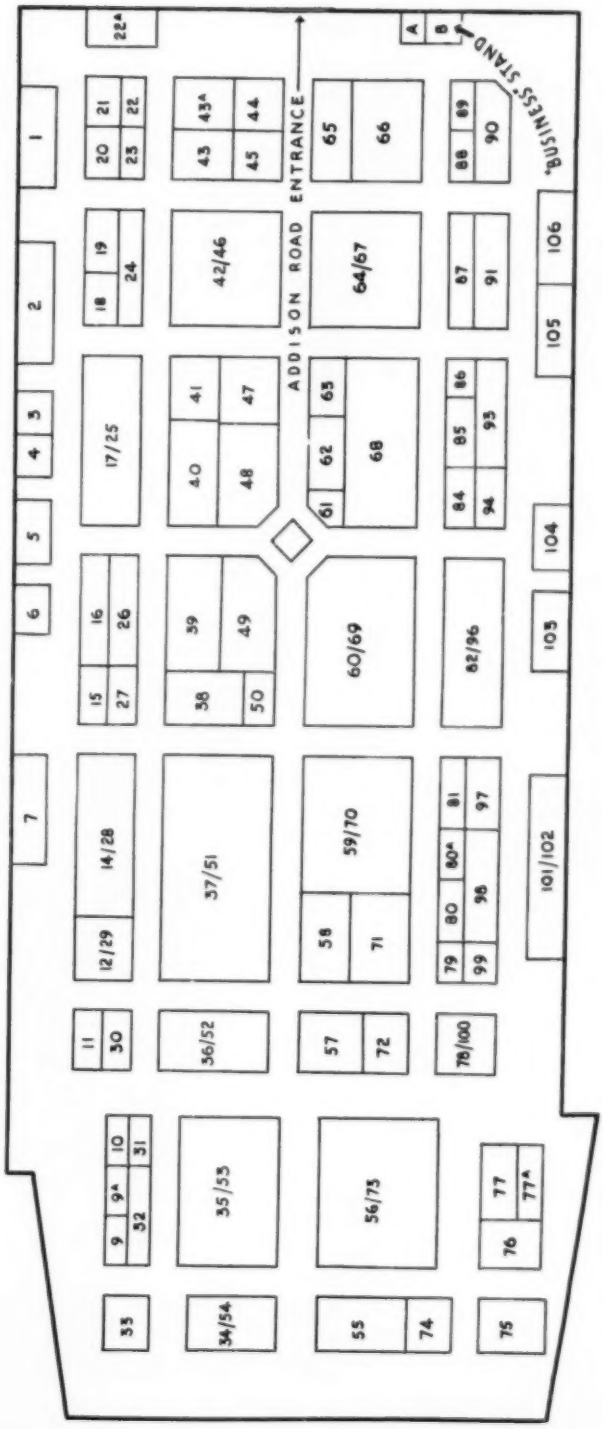
22a. Abbott Bros. (Southall).

23. Alpa Plastics, Ltd.
24. Bulmer's (Calculators), Ltd.
25. Addressograph-Multigraph, Ltd.
26. Frank R. Ford, Ltd.
27. Expandex Visible Filing Co., Ltd.
28. Underwood Business Machines, Ltd.
29. Fanfold, Ltd.
30. Byron Typewriters (John Jardine, Ltd.).
31. J. Glover and Sons, Ltd.
32. Addressall Machine Co.
33. Photostat, Ltd.
34. Sumlock, Ltd.
35. Remington Rand, Ltd.
36. Lamson Paragon Supply Co., Ltd.
37. National Cash Register Co., Ltd., The
38. Shannon, Ltd., The
39. Art Metal Construction Co.
40. Constructors, Ltd.
41. Tan-Sad Chair Co. (1931), Ltd., The
42. Roneo, Ltd.
43. Unifold Mailing Machines, Ltd.

43a. Addressing Machines, Hayward, Ltd.

44. Lawes Rabjohns, Ltd.
45. Manifoldia, Ltd.
46. Roneo, Ltd.
47. Kalamazoo, Ltd.
48. Imperial Typewriter Co., Ltd.
49. Adrema, Ltd.
50. Columbia Ribbon and Carbon Manufacturing Co., Ltd.
51. National Cash Register Co., Ltd., The
52. Lamson Paragon Supply Co., Ltd.
53. Remington Rand, Ltd.
54. Sumlock, Ltd.
55. Ofrex, Ltd.
56. Powers - Samas Accounting Machines (Sales), Ltd.
57. C. W. Cave and Co., Ltd.
58. Felt and Tarrant, Ltd.
59. British Tabulating Machine Co., Ltd., The
60. Burroughs Adding Machine, Ltd.
61. Definac, Ltd.
62. Roneo-Neopost, Ltd.
63. G. H. Gledhill and Sons, Ltd., and Gledhill-Brook Time Recorders, Ltd.

Plan of the Exhibition Hall at Olympia



"Business", Journal of Management in Industry, will again be present at the 1953 Business Efficiency Exhibition. Occupying a larger stand than ever before, there will be a comprehensive display of journals (including "Business") published by Business Publications Ltd. and associated companies.

Stand personnel will be pleased to answer your queries and to provide you with any information they can.

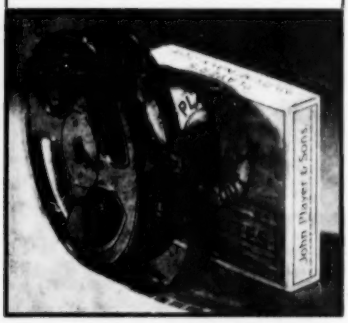
"Business" stand is letter "B". It is located near the Addison Road entrance.

64. Gestetner, Ltd.
65. Sankey-Sheldon, Ltd.
66. British Olivetti, Ltd.
67. Gestetner, Ltd.
68. IBM United Kingdom, Ltd.
69. Burroughs Adding Machine, Ltd.
70. British Tabulating Machine Co., Ltd., The
71. Chubb and Son's Lock and Safe Co., Ltd.
72. British Typewriters, Ltd., and B.T.L. Office Equipment Distributors, Ltd.
73. Powers - Samas Accounting Machines (Sales), Ltd.
74. Office Machinery, Ltd.
75. James Howden and Co., Ltd.
76. T.S. (Office Equipment), Ltd.
77. Evertaut, Ltd.
78. Dapag (1943), Ltd.
79. H. M. Rose and Co., Ltd.
80. Blick Time Recorders, Ltd.
80a. Dacron, Ltd.
81. Frank Wilson and Co.
82. Milners Safe Co., Ltd.
84. Standard Office Supplies Co., The
85. Carter-Davis, Ltd.
86. Olympia Office Machine (Sales), Ltd.
87. Mercedes Sterling Book-Keeping and Calculating Machines, Ltd.
88. Owen and Randall (Stor Cabinets), Ltd.
89. Petty and Sons, Ltd.
90. Muldivo Calculating Machine Co., Ltd., The
91. W. H. Smith and Son, Ltd.
93. Egry, Ltd.
94. George Anson and Co., Ltd.
96. Milners Safe Co., Ltd.
97. Kaye's Rotaprint Agency, Ltd.
98. Leabank Chairs, Ltd.
100. Dapag (1943), Ltd.
101. Block and Anderson, Ltd.
102. Block and Anderson, Ltd.
103. Ellams Duplicator Co., Ltd.
104. Ozalid Co., Ltd.
105. Monroe Calculating Machine Co., Ltd.
106. Aston Cabinet Co., Ltd.
A. Keith Prowse and Co., Ltd.
B. Business Publications, Ltd.

ALL YOUR RECORDS—SAFE, ACCESSIBLE, IN A NUTSHELL

One positive answer to rising costs—MICROFILM

MICROFILM and
Player's Please



One world-famous firm to install Burroughs Microfilming is John Player & Sons of Nottingham. In their offices, this fast and efficient storage system is being used on correspondence, accounting and personnel records—to save space and facilitate references.

THE RECORDER

Photographs documents both sides simultaneously or one side only as desired; highly automatic; requires no skill to use.

ALL DOCUMENTS, however important the information they hold, are finally just so much paper. Vulnerable paper; bulky paper; paper eating up its weight in gold at the current cost of filing space. Paper, never quite where it's wanted when it's wanted, wasting the expensive time of employees who have to trace or replace one particular document.

It's not surprising that so many firms prefer to substitute the infallible microfilm equipment marketed by Burroughs. Here, in three compact units (two, if you don't wish to process your own film), is a complete and efficient storage-system for all records, that saves you over 99% of your present storage space. On the Recorder, up to 400 documents a minute can be transferred to microfilm. One spool will hold, for example, approximately 20,000 cheque-size documents or 9,000 of your letters. Over 200 spools, properly indexed, fit neatly into a cabinet just 36″ x 10½″ x 16″ in size.

Indexed and in order, there are your records, ready for immediate reference on the screen of the Reader.

Like all Burroughs machines, these microfilming units (British made by G.-B. Equipments Limited, to Bell & Howell design) are kept in top condition by Burroughs Service. Burroughs also operate a speedy Processing Service for clients who do not wish to have their own Automatic Processor.

Call Burroughs today; ask to hear more about microfilm. Burroughs Adding Machine Limited, Avon House, 356-366 Oxford Street, London, W.1. Sales and Service offices in principal cities.

CALL IN Burroughs ON *microfilming*

1953 BUSINESS EFFICIENCY EXHIBITION

Alphabetical Review of Exhibits

(For addresses and telephone numbers of exhibitors, see Index 1, Page 9)

ABBOTT BROS. (SOUTHALL). Stand 1/22a.

Fine Furniture. Businessmen planning to refurnish their offices will be interested in the new Abbess Executive suite. The complete suite consists of desk, table, bookcase unit, filing cabinet, telephone cabinet, executive chair, armchair and side chair. In addition a settee can be formed by grouping side chairs together. The desk—the most important item in the suite—is 66in. wide, 36in. deep and 30in. high. Among the features of this desk are the deep filing drawer, the two pull-out slides—one baize-lined with sliding glass insert and the other equipped with the Abbess patent insert tray. There is also a centre pull-out slide mounted above the recessed back panel. The suite can be supplied in oak, mahogany or walnut.

Designed for Secretaries. Another new design is the model 6550 secretarial desk. This is equipped with a typewriter platform controlled by the Abbess elevator mechanism allowing the machine to be housed inside the pedestal when not in use. Available in oak or mahogany, the desk is 60in. by 33in. and the height can be varied from 29 to 30½in.

For secretaries. The model 6550

Other Exhibits. Examples from the Abbess range of furniture.

Abbess grouped side chairs

ADDRESSALL MACHINE Co. Stand 32

Inexpensive Addressing. To be shown for the first time is a new Addressall rotary hand addressing machine. This is a small model and is believed to be the cheapest of its type in the world. It is anticipated that it will appeal to smaller concerns.

With Suction Feed. Besides the normal range of electrically operated machines there will be displayed for the first time a model 300, complete with all standard facilities, but working in conjunction with an Autofeed suction feed unit. This enables envelopes, forms, etc., to be automatically fed into the addressing machine. Another Autofeed unit will be seen using continuous stationery in fanfold or interfold form or printing from a reel.

New Feed. A model 90 rotary hand addressing machine — a popular model for a number of years — will be seen this year fitted with a continuous stationery feed attachment, believed to be unique on any hand operated addressing machine.

Other Exhibits. Various models from the Addressall range of equipment using the Addressall Indexaddress stencils which can be prepared on a typewriter.

ADDRESSING MACHINES HAYWARD, Ltd. Stand 43a

Selective Selections. This company are showing their latest range of Elliott hand, foot-operated and power-operated addressing machines. Included in the latest design is the recently-developed analyzing selector, with a range of 60 key selections from which an almost unlimited number of sub-selections can be obtained by a simple adjustment of the control pins. Movement of a catch reverses the selection so that pre-selected address stencils can be rejected whilst printing those normally rejected.

Feed Reduces Fatigue. A basic E.R.P. machine with an automatic suction feed attachment will be on show for the first time, synchronized to an electrical selector fitted to the addressing unit. The feed automatically stops when the addresser skips or rejects, and feeds again when the machine prints.

Space and Labour Saved. Of interest to the larger user will be light and compact filing cabinets. Stencils are prepared on an ordinary typewriter and when completed are filed in trays of 250 weighing less than 2¼lb. in the cabinets. The stencils filed in this maner also form a card index.

Other Exhibits. Hand, foot-operated and power models; double and single column lister.

ADDRESSOGRAPH-MULTIGRAPH, Ltd. Stand 17/25

New at A-M. Highlight of the addressograph section of the A-M stand will be a new model, the 1600. This is an intermediate electrically operated machine which is capable of carrying out a wide range of frequently used data-writing applications at high speed, accurately and at moderate cost.

Typewriter Keyboard. The class 6381 Graphotype machine is now operated by a standard typewriter keyboard and characters are automatically embossed by motor power on the addressograph plates as the keys are depressed. Because of the simplicity and ease of operation plates can be embossed at high speed and a

proficient operator can emboss 90 or more average three-line plates an hour.

Letterpress Process. One of the most interesting exhibits on the Multigraph side of the stand will be the model 250 which is capable of producing by letterpress process a wide range of stationery, forms and brochures using standard type faces, zincos, half tones and rubber stereos. It also produces ribbon-print facsimile typewriting of high quality.

Other Exhibits. A comprehensive range of Addressograph equipment including class 1900 models, a class 1900 machine linked with punched card equipment, Visidesk filing cabinets for Addressograph address plates, Multilith models 50 and 1250, Duplimat paper masters and other accessories.

ADREMA, Ltd. Stand 49

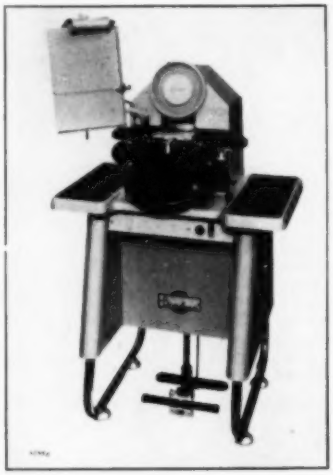
Fixed-arm Addressing. Among the notable developments incorporated in the new CHP Princess addressing machine is a fixed printing arm that guarantees an even impression. Only the actual platen holding the address plate moves, and this is actuated indirectly by a curved handle. Density of impression can be adjusted by a pressure control on top of the printing head.

Automatic plate feeding is another feature of the machine and a knob on the operating handle, when depressed, allows plates to be skipped at will. Each plate is visible until the print is taken and even then it stays in position until the handle is operated for the next print. Thus if a document is incorrectly fed, the repeat device can be operated and another print made. The repeater also enables any number of impressions to be taken from a single plate. Built in to the printing arm is an item counter.

Clean and neat in design, the Princess is finished in hammer line grey.

The Princess. Gives even impressions though hand operated

Redesigned Embosser. Many drastic changes have been made in the appearance and operation of the electric embossing machine. Previously the embossing drum was open to view; it has now been enclosed in a smooth moulded case. The dial of the machine is now illuminated from within which makes operation easier and improves the appearance. Other improvements have enabled the machine's general layout and design to be cleaned up and the finish has been changed from black to grey enamel. An important feature of the embosser is that the metal plates are embossed from left to right in positive form so that the operator can read what she embosses as she goes along.



Adrema's restyled embosser

Non-Stop Printing. Among modifications to the electric addressing machines are plate feeding and receiving hoppers that can be loaded and unloaded as the machine is running.

Other Exhibits. Range of addressing machines and ancillary equipment including attachments, stationery and systems.

ALPA PLASTICS, Ltd. Stand 23

Improved Tray Transporter. The Alpa Transporter which acts as a mobile cabinet for storing and moving posting trays will be shown in its redesigned form. It is made of tubular steel and is claimed to be stronger, cheaper and more adaptable than the previous model. It is solidly constructed, yet can be moved with ease.

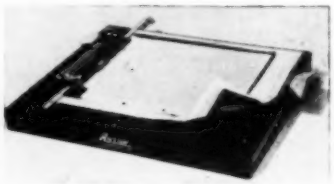
Transporter, posting tray and stand

Posting Tray. The Alpa posting tray to be shown has a large capacity—up to 750 sheets plus guide cards. It is easy to operate as there is a simple release mechanism enabling the operator to open and close the tray with the minimum effort. A dimpled base prevents the sheets from slipping and when closed the sheets are held firmly in an upright position. For use with the tray is a stand which is adjustable for height to suit the convenience of the operator. Guide cards are durable and light and are made in a pliable plastic material.

Other Exhibits. Storage binders of various kinds, ring binders, plastic covers, pigeon hole, open top, and vertical sorting trays.

GEO. ANSON and Co., Ltd. Stand 94

Work Saving Trio. The range of Anson machines now includes three models — the P.A.Y.E., the Multipost and the Mercury. Each machine allows many different accounting operations to be carried out at a single writing. For instance, with the Mercury Recorder, ledgers, statements and journals



Multi-operations at a single writing

This is an OFFICE Abbess EQUIPMENT Desk for your personal secretary

SECRETARIAL DESK *Model* 6550, 60" × 33" × 29"-30½" *high*

Visit our Stands Nos. 1 and 22a at the Business Efficiency Exhibition, Olympia, where this desk will be on display.

ABBOTT BROS. (SOUTHALL)
Abbess Works, Southall, Mddx.
Telephone : Southall 1357

★ *And for Executives—the new Abbess Executive Suite will be on display*

The NAME on your desk means a lot to you

can all be posted in a single operation. Accounts are balanced daily and a credit statement can be despatched promptly at the end of the month. The advantages of machine posting methods are thus made available to the smaller firm. Trained operators are not needed since existing staff can learn to use the machine after a demonstration. Posting trays holding between 600 and 800 accounts can be provided for use with this system. The posting tray acts as a complete ledger and eliminates the bulky volumes usually necessary. Guide cards and metal tabs enable information to be extracted at maximum speed.

The machines have many other applications such as sales and purchase ledger analysis, sales control, production control, cash book and receipting and, of course P.A.Y.E. work. Some of these will be demonstrated at the stand.

Other Exhibits. Loose-leaf binders, receipt and cash books.

ART METAL CONSTRUCTION Co.
Stand 39

Rotary Filing. Now being manufactured in this country, the Rollindex filing system enables each operator to control up to 72,000 records from one position. The record cards are held in large diameter wheels which are mounted in cabinets. Units are available with two, three, four or five wheels and to accommodate different sizes of card. The loose records are housed in separate sectors within the circumference of the wheels and are kept in position by a simple band

Up to 72,000 records in the Rollindex

mechanism. Existing cards and systems can be used without alteration in the Rollindex. The units are mounted on castors for maximum mobility and they can be supplied with or without an overhanging desk front.

Card Storage. Another recently introduced product on this stand will be a cabinet for storing tabulating cards. This equipment is so designed that the trays holding the cards can be lifted out bodily without disturbing the suspension. Pairs of trays are supported side by side on the sliding carriers and the 22 drawer cabinets can hold up to 77,000 cards. The drawers can be locked in place and a tray which has been removed can be replaced whilst the cabinet is locked and it becomes automatically secured in position.

Other Exhibits. Metal desks and tables, filing cabinets and systems, sectional partitioning and storage equipment, visible and suspended filing systems, machine accounting systems, plan and card files and metal office accessories.

ASTON CABINET Co., Ltd.
Stand 106

Made for Managers. This firm will be showing a new managerial desk which like the rest of their products is finished in oak and carries a guarantee. The desk is a double pedestal model, one pedestal containing a cupboard and the other having three drawers. It has a 4ft. 6in. by 2ft. 6in. top.

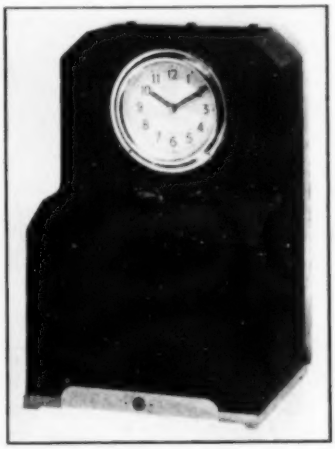
Other Exhibits. Oak book-case with plate glass sliding doors, boardroom table, plan filing cabinets, drawing table with adjustable top, and office tables and desks, etc

AUTOMATICKET, Ltd. Stand 18

Presenting the Bill. A new product to be shown on this stand is the Autobill. This compact machine for issuing bills has numbers of applications including stores, canteens, etc. It can, in fact, be used wherever variable amounts have to be recorded. The top copy can be approximately 2½ by 1¼in. in size. A carbon copy on a continuous roll is retained in the machine. Attractively styled, it is no larger than a normal desk telephone.

BLICK TIME RECORDERS, Ltd.
Stand 80

Automatic Recorder. New product being shown by Blick is a fully automatic time recorder called the Autoclip. Cards are stamped by electrical contact immediately on insertion and no lever is necessary. Operated with one hand (the one holding the card), there can be no overstamping and the card must be inserted fully before it will receive a stamp. Once it has been placed in the machine it cannot be obliterated by another. It can



Autoclip. One handed operation

be used for attendance and job costing, or independently for either of these purposes.

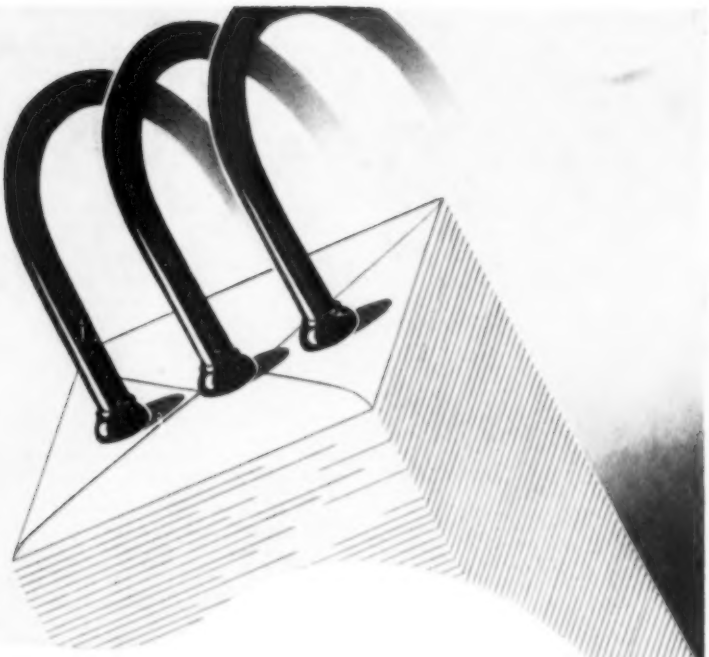
Protecting the Factory. The Blick watchman's clock enables an inspector to see at a glance whether the watchman is performing his job conscientiously. This is seen visually on a calibrated tape which shows the time recordings have been made at different stations.

For Watching Costs. The advantages of using the Blick job timer are that it avoids hand written job cards (which may be indecipherable) and incorrect times being given. The job timer gives a face-upward imprint, prints at the side of the card, will take any size of job sheet or job card and has the type wheels so placed that they cannot be tampered with. Spring-driven, a.c. mains operated and electrical impulse operated models are available.

Other Exhibits. Master clock system, Manhunter staff locator, Stafsine signature recorder, universal time stamp, and the Chrono stamp.

BLOCK AND ANDERSON, Ltd.
Stand 101/102

Selective Reproduction. The latest development in selective reproduction is the Banda Duplex which incorporates numerous advantages over previous machines of this type which were restricted in the amount of matter that could be selected. The Duplex employs an entirely new method of damping and any line or number of lines—even up to a complete copy of the master—can be repro-



and now - the Addressall

WITH AUTOMATIC SUCTION FEED —

becomes the **fastest** automatic addressing machine on the market to-day!

You are cordially invited to visit us at Stand No. 32 Business Efficiency Exhibition, Olympia, June 16th—26th

Addressall MACHINE COMPANY

SOUTHAMPTON ROW LONDON, W.C.I.

TELEPHONE: HOLBORN 3571-2

If you can . . .

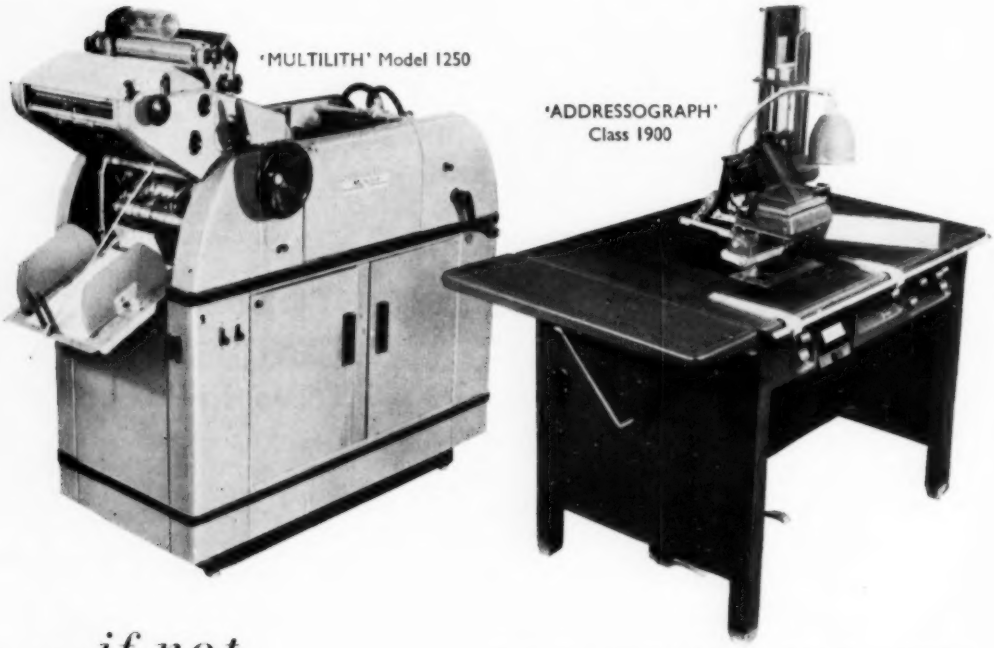
SEE THE

Addressograph – Multigraph

REGD. REGD.

MACHINES AT OLYMPIA . . .

STAND NO. 17-25



. . . if not

PLEASE SEND FOR

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ADDRESSOGRAPH-MULTIGRAPH LTD

MAYLANDS AVENUE · HEMEL HEMPSTEAD · HERTS

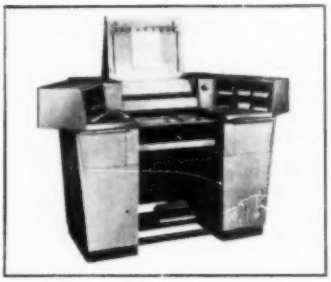
Telephone: Boxmoor 3730

In the 'ADDRESSOGRAPH' section of our stand at Olympia we shall be showing machines ranging from small hand models to power-operated machines suitable for the needs of every size of business.

In the 'MULTIGRAPH' section will be demonstrated the 'MULTILITH' model 50 which converts blank paper into completed business forms — in a single operation.

The larger model, the 'MULTILITH' 1250 also demonstrated — is in use extensively throughout the country for the production of a wide range of quality duplicating work, at low cost and high speed.

LONDON SHOWROOMS: 29 KINGSWAY · LONDON · W.C.2 · Telephone: TEMple Bar 8474



The Duplex. Push-button line selection

duced simultaneously with the heading. The number of lines to be selected is controlled by simple push-button action.

Assembly in U.K. The Facit LX hand-operated calculator is now being assembled in Great Britain by B. & A. This machine has a large 10-10-19 capacity and incorporates 10's transmission and complete carry-over in all registers. Its simple 10-key setting ensures speed and ease of operation.

High Speed Calculator. Claimed to be the fastest all-electric calculator in the world, the Marchant AB10FA is equipped with direct tabulation. It incorporates a number of special features and eliminates even further the necessity for skilled operators, as so many of the operations are performed automatically.

Other Exhibits. Banda 90 series spirit duplicators, Bandarette small addressing duplicator, Bandamail 500 electric letter opener, Bandamail 300 electric letter sealer, Banda Planflex visual control board, Renaddress spirit addressing machine, Banda 10 brief size spirit duplicator, Banda typewriter attachment, Productrol visual control board, Banda 170 SY multi-purpose machine, B & A Simplex machine, the Brunsviga range of hand calculators, and other models of Marchant and Facit calculators.

BRITISH OLIVETTI, Ltd. Stand 66

Renamed Portable. The handsome portable typewriter manufactured by this firm has been rechristened the Lettera. The machine weighs only 8lb. and is 3½in. high. The touch is adjustable to four different positions and the keyboard is of standard size and has 43 keys. An automatic key set tabulator, two colour ribbon and stencil selector device, half spacing with three position line spacings and a neutral setting for inter-lining are other features of the machine.

Cash or Figures. Latest addition to the range of Olivetti figuring machines is the Summa 15. Sterling or decimal calculations can both be carried out on this machine; conversion is achieved by operating a simple cut-off device. A credit balance feature is also fitted whilst increased capacity is obtained by allowing the sums 10d. and 11d. to count as only a single column. The capacity is 10/11 columns and a single four position switch sets the machine to total, sub-total, subtraction or non-add.

Messages By Wire. Shown for the first time in this country will be the Olivetti teleprinters which are used for transmitting typewritten messages over any distance by means of electric impulses. The message is reproduced automatically at the other end of the line in precisely the same form as it is transmitted. These machines, like the others in the

Olivetti's newest, the Summa 15

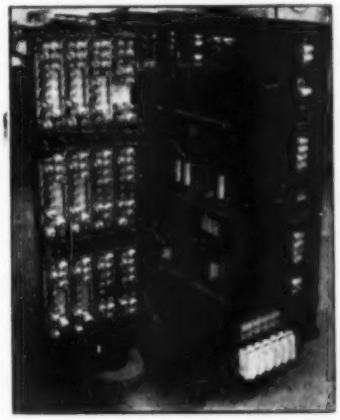
Olivetti range, are attractively styled and have a smooth light coloured finish.

Other Exhibits. Standard and electric typewriters and printing calculators.

BRITISH TABULATING MACHINE Co., Ltd. Stand 59/70

Electronic Prototypes. One section of this firm's stand will be devoted to punched card machines being developed which depend upon electronics for their operation. Among them will be the latest Electronic Multiplier which can multiply directly in sterling at very high speeds.

Automatic Payrolls. Prominent among the electro-mechanical equipment will be a new print unit and tabulator which automatically carries out all P.A.Y.E. and payroll calculations from punched cards. Reference is not necessary to tax tables or ready reckoners.



Inside the electronic multiplier

Punched By Wire. Transferring information contained in punched cards to a place some distance away can be achieved by the tape-to-card translator. This machine perforates a tape according to the information in punched cards. This is then transmitted over direct lines to a similar machine at the other location which reconverts a similar tape to punched cards.

Other Exhibits. A full range of punched card machines and equipment, including the automatic Keystor punch, the 129 Verifier, the Transfer Interpreter and Mark Sensing reproducer. Colangular punched card accessories will also be shown.

BRITISH TYPEWRITERS, Ltd. Stand 72

Very Small. Once again British Typewriters will be presenting their Empire Aristocrat. Weighing only 8¾lb., it will go in a desk drawer and is small enough to be slipped into a brief case. The machine has a standard keyboard and a writing line of 9¼in. (92 characters) and all the features necessary to give a performance almost equal to that of a full size office machine. Pica or Elite styles of type are available and six clear carbon copies can be obtained at one writing.

B.T.L OFFICE EQUIPMENT DISTRIBUTORS, Ltd. Stand 72

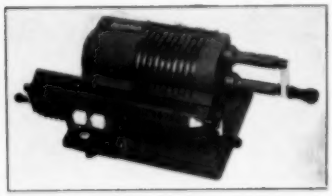
Desirable Imports. Two Swiss manufactured Hermes typewriters will be shown at this stand. One of them, the Ambassador, is a standard office machine which is available with either manually or electrically operated carriage return. On the electric model both

Swiss Ambassador. Electric carriage return model is available

carriage return and line spacing are operated by the touch of a side key. It has a rapid automatic paper feed and lightning margins that can be set and cleared automatically. Other special features include a notebook holder situated immediately above the keyboard and a device for tracing lines and underlining rapidly.

The other machine is the Hermes 2000 which is a light office typewriter embodying such devices as automatic margins, key-set tabulator and adjustable touch control. The light touch and quiet operation reduce fatigue to a minimum.

Six Odhners. Six models of the Original-Odhner calculating machine will be displayed and all are simple to operate and sturdily constructed. The model 107 is suitable for most calculations in which multiplication and division occur, and each succeeding model incorporates additional devices increasing its usefulness. The model 127, for instance, is equipped with a back transfer



Odhner; six models to choose from

device which saves considerable time in calculations involving repeated multiplications. Model 129 is fitted with a tens transmission device in the proof register and is particularly convenient for short-cut multiplication and division.

BULMERS (CALCULATORS), Ltd. Stand 24

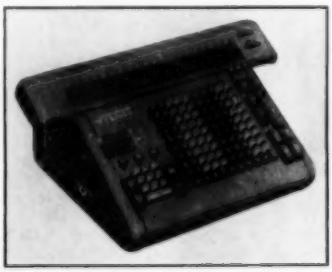
Additions to Addo. Several new Addo models will be shown for the first time on this stand. These will include the Addo-X sterling and decimal 12-key machines. Features of the Addo-X are the feather touch, Symmetric keyboard, individual function keys, cushioned rubber suspension and automatic credit balance. The keyboard is claimed to give increased speed and accuracy and allows the right or left hand to be used with equal facility. The very light touch makes work smoother and easier. Both hand and electric models are available.

For Book-keeping. Another new model will be the Addo book-keeping machine which is electrically operated. Although simple, it will cope with all normal book-keeping requirements and is especially suitable for the smaller firm. The machine is equipped with an unusual tabulat-

The new Addo book-keeping machine

ing bar with four positions. It is very silent in operation and extremely flexible. Another machine in the same series has a shuttle carriage and is particularly designed for the printing of two amounts side by side.

Square Roots are Simple. The new Friden square root calculator will be seen on this stand and and visitors will find that this is as simple to operate as any ordinary calculator. Square roots can be produced automatically in a



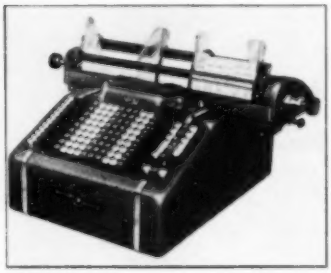
The Friden; square roots in seconds

few seconds. This mathematical operation, which, up to the present time has been tedious and time-consuming, has been reduced to a simple procedure. The operator merely sets the number on the keyboard, touches the small key corresponding to the decimal point in the number, and the square root appears in the dials almost instantaneously. If desired, the square root can be retained in the machine for further calculation.

Other Exhibits. Foolscap and brief size hand operated duplicators, Multo hand operated calculators, model STW Friden calculator and other models in the Addo range of adding/listing machines.

BURROUGHS ADDING MACHINE, Ltd. Stand 60/69

More Sensimatics. Newcomers to the wide range of Burroughs' machines are the Series 200 and Series 300 Sensimatic accounting machines which now join the Series 100 Sensimatic. The series 200 has five totals and the series 300 has 11 totals. Register selection on this latter machine is carried out either automatically or manually from the keyboard. All models have big-machine versatility and features, coupled with



Latest Sensimatic, the Series 300

small-machine simplicity and are capable of handling the most complicated accounting jobs.

Other Exhibits. Adding machines, adding-subtracting machines, desk book-keeping machines, multiplying accounting machines, calculating machines and G.B.-Bell and Howell microfilm equipment.

BYRON TYPEWRITERS (JOHN JARDINE, Ltd.). Stand 30

Byron 54. To be introduced at this year's exhibition is the Byron 54, a standard typewriter whose special features include feather-light touch, clarity of impression and speed of operation. It has a 90-character keyboard with patented finger-fit plastic keys and there is an instantaneous line-space setting mechanism.

HIS HEAD IN THE CLOUDS . . .

BUT Mr. JOHNSON'S FEET ARE WELL AND TRULY ON THE GROUND!

For next week he takes delivery of his new ANSON MULTIPOST MACHINE and he knows that in one *simultaneous* operation he will be able to complete :—

★ **Monthly Statement**
★ **Sales Ledger**
★ **Sales Day Book**
★ **Sales Analysis**

Just think what this means!

No more monthly bottlenecks rushing out statements days late and full of errors, no more precious hours wasted by "calling over" in tracing transcription mistakes—all figures are *proved* daily and **one entry** on the Multipost cuts out **three** by normal posting methods.

Anson can be used by any of your present staff, even during illness or holidays or under any other circumstances. Anson can do things that big machines will do, with less noise, quickly and accurately. If you would like to speed up the work in *your* Accounts Department, do as Mr. Johnson did—write to us for details to-day.

GEORGE ANSON & CO., LTD.

5 COPTHALL BUILDINGS, COPTHALL AVENUE, LONDON, E.C.2.

Telephone: Monarch 4321-4

Security at Night for Your Premises

THE PROBLEM. Although industry spends Millions every year on Watchmen's Wages, it is still losing tens of Millions in burglary and pilferage.

THE REASON. The great majority of Watchmen have never been trained or even shown how to act as **effective** Night Guards.

THE REMEDY. At a very small fraction of the cost of your Watchman's Wages—and with very little time or effort—it is now possible to turn a completely untrained Watchman into a highly effective Night Guard.

The BLICK Watchman's Control System appeals not only to the large organisation which employs a highly efficient Chief Security Officer, **but also** to the smaller concern where the Watchman is supervised, in many cases, by the Time-Keeper. It appeals so strongly because :

★ ***it is very moderately priced***

★ ***it is extremely effective***

★ ***training and control are so simple and automatic that they only take 3 minutes a day***

Write or phone today for full descriptive brochure and first-hand **Evidence** of the effectiveness of the system to :

BLICK TIME RECORDERS LTD.

96, Aldersgate Street, London, E.C.1.

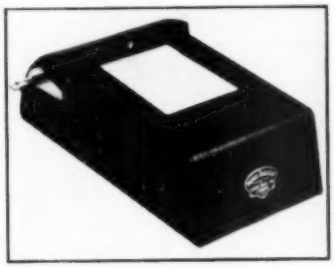
Telephone: MONarch 6256/8

WATCHMAN CONTROL SYSTEM • BLICK • AND TIME RECORDERS

The light alloy carriage is interchangeable (three sizes are available) and both medium and hard grades of platen can be obtained. The ribbon cover excludes dust, while retaining perfect visibility of the writing line. A patented spring key-lever mechanism gives improved acceleration and a velvet touch. Other points about the Byron 54: a new quiet carriage return, easily set margin stop, improved paper bar, new paper feed, tabulator cleared and set from the keyboard, and silent shift.

CARTER-DAVIS, Ltd. Stand 85

Simplifies Writing. The Primus standard register which is designed to simplify the work of writing documents by hand will be one of the main exhibits on the Carter-Davis stand. It has many applications including cash and credit sales, delivery notes, goods



Uses continuous stationery and simplifies many jobs

inwards, purchase orders, works orders, stores requisitions, etc. Handling of carbons is eliminated by the use of continuous interfold stationery and a carbon copy of each transaction is automatically retained in a locked compartment. Up to six copies can be made.

Speeds P.A.Y.E. The Furlong tax tables which will be shown are designed to speed P.A.Y.E. operations. They are very easy to read by virtue of a number of design and layout points. Information is confined to essentials and related in a series of carefully calculated visual working areas. Faster P.A.Y.E. work, greater accuracy and less eystrain for operators are some of the advantages claimed for the tables.

Other Exhibits. Portable continuous stationery register, continuous stationery forms and attachments, book-keeping and accounting systems.

CARTER-PARRATT, Ltd. Stand 7

On the Cards. Almost the whole of this firm's activities are concerned with visible card index systems and these can be divided into three main sections. Firstly, there is the flat tray equipment which is sold under the trade names Vistem and Bizada. The trays of index cards are housed in attractively finished cabinets of various sizes and types and also in boxes. In the case of the cabinets, the trays pull out and then rest at an angle so that the different cards can be referred to with ease. Both the 6in. and 8in. width sizes are available in single or double row and the 5in. size can be supplied as a treble row model. For cards 10in. or more in width single row cabinets only are supplied.

Vertical and Visible. The second type of system has the record cards held in a vertical position. This equipment is often used in conjunction with accounting machines and for certain jobs it is more elastic, less expensive and occupies less floor space than the flat tray equipment. The vertical systems are available in four main types of container: trays, trolleys, cabinets and desks. Some idea of the scope of the equipment can be gained from the fact that over 20,000 4½in. by 4in. cards can be accommodated in a double pedestal desk so that each card is within the reach of the operator.

Stored with Strips. Strip index equipment represents the third branch of Carter-Parratt's products and this equipment is supplied in the form of wall fittings, non- revolving and revolving desk stands and book-type folders. The last named are constructed of aluminium alloy and leathercloth, can be bound in three alternative colours and hold over 7,000 strips. A point worth noting is that both the flat tray and vertical systems

Vistem trolley for vertical records

can be supplied in fire-resisting cabinets if required.

Other Exhibits. Filing trays, trolleys and correspondence sorters.

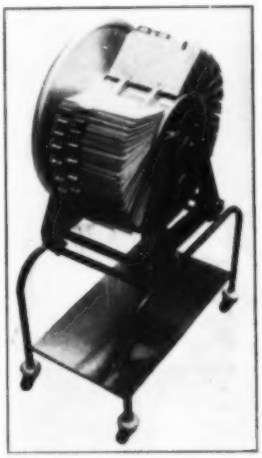
C. W. CAVE and Co., Ltd. Stand 57

Quality Throughout. Designed to appeal to the higher executive is the Canterbury suite which will be shown for the first time in figured

High quality desk. The Canterbury

mahogany. The suite includes: book-case, writing or side table, three-piece desk, wardrobe and chairs.

Revolving Records. This company manufacture over 70 different models of cardwheels and they will be showing a representa-



Easy to handle. The mobile Cardwheel

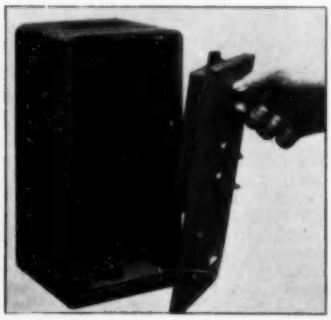
tive selection on their stand. They range from small portable units accommodating 4 by 2in. cards and with a minimum capacity of 1,250, to much larger models mounted in cabinets having a capacity of 8,000 8 by 5in. cards. A new version is a portable cardwheel mounted on a tubular steel trolley on rubber tyred castors. This allows the unit to be wheeled

into any position for reference or posting at a normal working height. Advantages of the Cardwheel are quick operation, great economy of space, and simplicity and adaptability.

Other Exhibits. The Findex system of punched cards. This is a hand operated system which has many uses, from personnel selection to keeping formula records, for paint works. The latter use will be demonstrated on the stand. Other items of office furniture from Cave's range will also be shown.

CHUBB AND SON'S LOCK AND SAFE Co., Ltd. Stand 71

Roundsmen Protected. Primarily designed for fitting to delivery vehicles, the Transport Safe affords protection for both roundsmen and the money they collect. Strong, compact and inexpensive, it can be bolted or welded to the vehicle chassis and is sufficiently strong to resist attack for some time. Two locks are fitted, but the driver has the key to only one of these. He cannot, therefore, be forced to open the safe and a notice on the front tells would-be bandits of this fact. The key to the second lock is kept at the depot, but since both keys are needed to open the safe, money cannot be withdrawn from it unless the roundsman is present. The body of the safe is made from half-inch electrically welded toughened steel and the lock mechanism in the door is protected by drill resisting steel. A slot 3¼in. long and ⅛in. wide in the top of the safe allows money to be deposited. An anti-fishing device prevents money being removed. When the door is unlocked it can be completely removed. This prevents tampering with the lock when the vehicle is being overhauled or repaired. Dimensions of the Transport Safe are 12in. high, 6in. wide and 6in. deep. Steel plates and bolts are supplied for attaching it to the vehicle; the fastening device is concealed inside the body of the safe.



Transport safe. Two-lock protection

Record Protection. Since paper records are the life blood of a business, it is obviously foolish to expose them to destruction by fire. The fire-resisting files produced by this firm can resist temperatures as high as 1,900°F and also resist being dropped from considerable heights while thus heated. The cabinets can be two, three or four drawer units, either quarto or foolscap size. They have double steel casing and the space between is filled with a reinforced fire resistant composition. Each drawer is fitted with suspension slides and a single lock secures all the drawers.

Other Exhibits. Safes of all kinds and sizes, record protection cabinets, trays for machine posting, protective ledger and card containers, deed boxes, safe deposit and strongroom equipment.

COLUMBIA RIBBON & CARBON MANUFACTURING Co., Ltd. Stand 50

Essential Accessories. Columbia will be featuring on their stand those accessories—typewriter ribbons and carbons—which are so essential to every type of business. Among the types of carbon paper to be shown will be the Titan which has been specially developed to suit a number of different purposes.

Other Exhibits. Hectograph carbons, all types of typewriter ribbons, Carbnpad carbon paper pack and Ready-Master preprinted master forms for spirit duplicators.

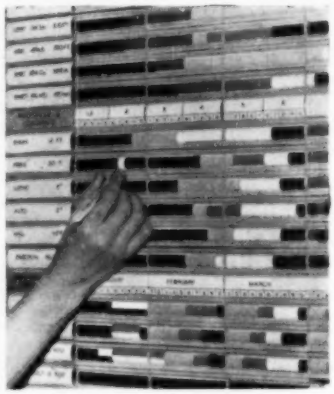
CONSTRUCTORS, Ltd. Stand 40

Steel Equipment. This firm will be featuring their extensive range of steel office equipment which includes desks, tables, filing cabinets, furniture, partitioning, shelving, cupboards, storage and clothes lockers, safes and locks.

Other Exhibits. These will include visible production, stores and progress control systems.

DACRON, Ltd. Stand 80a

Planning with Discs. A major development of the Plan-o-Matic planning and progress chart will be shown for the first time at Olympia. Numeral registers have now been produced which for certain applications replace the segmentally coloured discs normally used with the device. The registers are produced as units each of which contain 16 discs numbered from 0 to 9. The registers and discs are of plastic and the units clip on a frame.



Visible, versatile. The Plan-o-Matic

Main application of the new development lies in the presentation in a visual form of masses of figures that are constantly changing and must be kept under review. An example of this is on large scale contract work where the supply of materials and components and the budgetary control of the processes depends on the ability of the man in charge to see and compare his figures and totals. Spaces are provided for headings and index strips and the actual numerical discs can be supplied in five colours which can be arranged in any combination required by customers. Thus totals, sub-totals, etc. can be indicated by separate colours and the 16 discs in a register can be sub-divided into colour sections.

Upright Newcomer. Another new development is the vertical panel in which lines of coloured discs are arranged to lie vertically. A typical application is the maintenance of personnel records.

DAPAG (1943), Ltd. Stand 78/100

Tickets, Tags, Labels. Visitors to the Dapag stand will receive the latest information concerning the use of labels, tickets and tags in the factory, office, warehouse or store. Dapag machines will be operating automatically and continuously throughout the exhibition, printing at the rate of 9,000 prints per hour. The latest model, the Tickopres B.M.R. is a typical example of their range. Electrically driven, every revolution produces a perfectly printed

olivetti

Olivetti products have a world wide reputation for excellence of design, workmanship and performance.

M 44

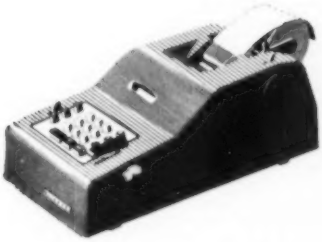
M 44 STANDARD TYPEWRITER available in six carriage lengths and a choice of type faces; automatic margin setting; automatic tabulator; perfectly aligned typing of remarkable clarity. *Made in Great Britain.*

LETTERA 22 PORTABLE TYPEWRITER

LETTERA 22 PORTABLE TYPEWRITER has all the features of a standard office machine, yet weighs under 8½ lb. Supplied complete in Airline de luxe carrying case. *Made in Great Britain.*

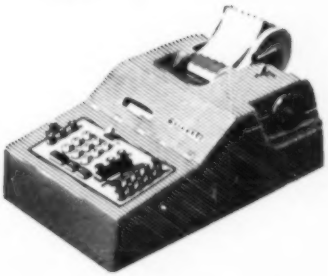
ELECTROSUMMA

ELECTROSUMMA Electrically operated sterling adding/listing machine. Capacity 10/11 columns. Direct subtraction and credit balance.



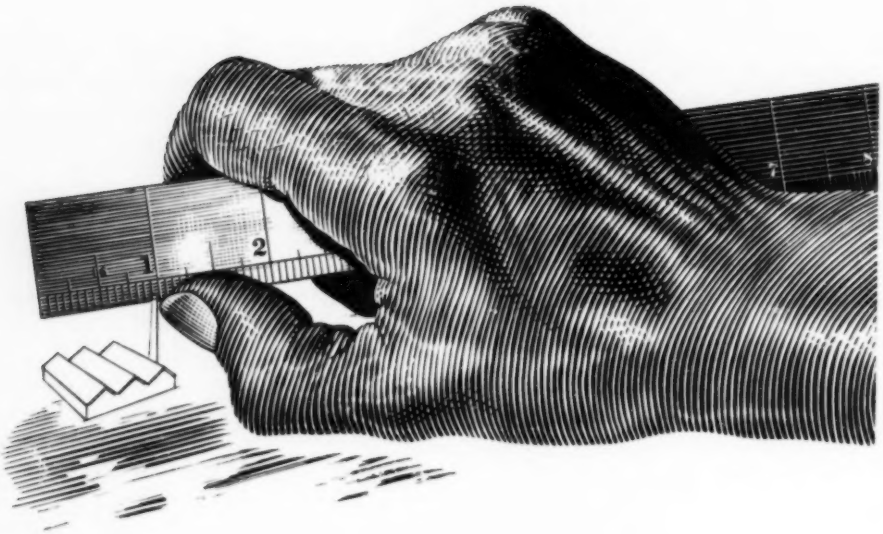
DIVISUMMA

DIVISUMMA PRINTING CALCULATOR adds, subtracts, multiplies and divides, gives credit balance, and prints its own record of the calculations. Capacity 10/11 columns.



Write for details **BRITISH OLIVETTI LTD**

10 BERKELEY SQUARE W.1. TEL: GRO 6161



Too small?.. are you SURE?

Size is illusory. But we don't want to get metaphysical—we just want to get your business. In Hollerith Punched Card Accounting, the yardstick is not physical size, but number of accounting transactions.

Have you ever counted the number of transactions your counting house handles in a week—a year? We wager that before you'd recovered from the shock you'd have lifted the receiver and asked us to call—to see whether (and how) Hollerith could help you. This far-seeing move would cost you nothing. When shall it be—today—tomorrow?

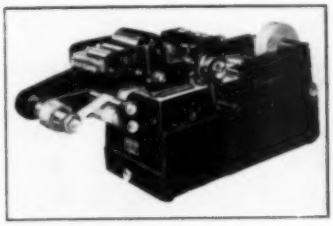
Better still, call and see us on Stand No. 59/70 at the Business Efficiency Exhibition.

THE BRITISH TABULATING MACHINE COMPANY LIMITED

Head Office: 17 Park Lane, London, W.1 *Tel:* REGent 8155
Offices in all principal cities in Great Britain and Oversea

HOLLERITH REGD.
Electrical **PUNCHED CARD ACCOUNTING**

B/535/135



The B.M.R.; 130 labels a minute

ticket or label automatically, and it has a speed of 130 tickets or labels per minute. Any junior can operate the machine without previous experience and it will print sizes up to 4¾ by 4½in. This machine and the other models use the Quickset type method by which information to be printed can be changed rapidly and, if necessary, at very frequent intervals without loss of efficiency.

Other Exhibits. These will include the Imprima printing machine and the Langapres 22 portable printing machine for overprinting.

DEFINAC, Ltd. Stand 61

Only One Operation. The Definac accounting system — pioneer of multiple entry systems—will be demonstrated on their stand. The system makes one operation of two, three or even six entries, eliminates posting and posting errors, furnishes control sheets for any desired set of figures and at the same time yields statistical information. The applications are many, some examples being ledgers (sales, purchase and general), cost accounts, P.A.Y.E. and stores control.

Visible System. The Definac visible system makes every card easily accessible so that it is instantly located or replaced. Its absence from the tray is immediately indicated.

Other Exhibits. A new range of posting equipment designed for machine posting and hand-written records, accounting equipment and supplies.

The Definac visible system

EGRY, Ltd. Stand 93

Increases Output. The Universal Speed-Feed is provided, together with continuous stationery, as a complete unit to meet all systems requirements demanding carbon copies. It is not a typewriter attachment, but an entirely independent unit which will operate with most makes of standard typewriters, billing, book-keeping or accounting machines. With the Speed-Feed, all handling and interleaving of carbon paper are eliminated thus cutting out unproductive and time wasting operations.

Mechanized Manifold Book. The Elite Tru-Pak register is virtually a mechanized manifold book which speeds the production of routine forms requiring carbon copies by eliminating the interleaving of carbon paper. Sets of forms are provided in continuous lengths so that one writing and one turn of the operating handle discharges a written set of forms

Easily removed written forms

from the register and brings a fresh set into the right position. One or more complete copies of the set can be retained under lock and key in the register. Alternatively, dissected analysis of preselected items can be recorded by means of a summary sheet which moves forward at half-inch intervals. Loss of records is thus avoided, as the forms remain locked away in a continuous length folded in book form. Capable of producing an original and up to five carbon copies, the register has many applications from invoicing to warehouse orders.

Other Exhibits. Porta-Pak and Minipak portable registers.

ELLAMS DUPLICATOR Co., Ltd. Stand 103

Even Inking. With the copy control inking system, which is one of the features of the Ellams M 100 E electric duplicator, duplicated copies are produced which are evenly inked throughout the longest run. The flow of ink is automatically adjusted and it is only necessary for the operator to refill the reservoir when it becomes empty. The machine will produce up to 120 accurately counted copies per minute. At least a ream of paper can be held in the feed tray and the machine is so designed that if paper is not fed, then no printing takes place; offsetting is thus eliminated. Seven degrees of printing pressure can be selected and the counting device can be set to stop the machine when the required number of copies has been produced.

Bulk Feeding. The M100 hand-operated machine is designed for the small office and can be used for bulk feeding on very long runs. This machine is also fitted with copy controlled inking.

Other Exhibits. Rotary and flat bed duplicators, ribbons and carbons, stands, cabinets, etc., for use with duplicators.

EVERTAUT, Ltd. Stand 77

Seats for All. Office and executive chairs of all kinds will be featured by Evertaut, Ltd., and will cover every seating requirement. An unusual feature on the stand will be the showing of a 3D colour film dealing with the firm's products.

Other Exhibits. Stacking chairs, library and office shelving, punched card auxiliary equipment, canteen tables, a plan filing cabinet and office sundries.

EXPANDEX VISIBLE FILING Co., Ltd. Stand 27

Versatile and Visible. Main feature of the Expandex display will be their visible filing system. This consists of a series of manilla pockets held together in concertina arrangement by a number of metal bridge members carried on side channels. The end holders of the bridge members can expand and contract — an exclusive feature—thus allowing free movement at all times. Standard sizes available are jumbo, foolscap and quarto; continental widths are also manufactured. The system is complete with internal folders of all types and various kinds of signalling devices to suit many different applications. An efficient filing system can be built up in alphabetical, numerical, geographical or subject arrangements.

Other Exhibits. Housings of

CARDWHEEL

Speeds Your Record System

REFERENCE & RECORDING SYSTEM

ONE motion to make
ONE distance to reach
ONE place to look

When it comes to ease and celerity of movement, wheels are irreplaceable. That is why "Cardwheel"—the modern, compact card system "on wheels" is the fastest and most efficient method of recording and reference yet devised.

1. When the Wheel is correctly loaded with cards, the V-opening or gap will appear as shown in the illustration because the "Cardwheel Brakes" are in action.

2. This V-opening is forward of the centre of the wheel, i.e. nearer the operator, which means there is a slightly heavier weight of cards at the back of the wheel than at the front. Without any braking action, this would have a tendency to rotate the wheel backwards through a small angle.

Consult our Systems Department on your recording and reference problems, their experience is at your disposal, without obligation, of course.

C. W. CAVE & CO. LTD.

59 HOLBORN VIADUCT LONDON E.C.1

Telephone: CENtral 3778/9.

Telegrams: CAVE LOCA, CENT, LONDON.

various kinds to hold the Expandex visible filing system.

FELT AND TARRANT, Ltd. **Stand 58**

Latest Comptometer. The model 992, the most recent of the long line of Comptometer calculating machines, will be exhibited by this company, who have had 60 years' experience in this particular field of office equipment. The new machine, besides being more attractive in appearance, has a number of mechanical improvements which make for greater ease and certainty of operation. For instance, the motor runs only when the keys are depressed and a partial keystroke locks all the keys except the one on which the fault has occurred. The answer figures are larger than on previous models and the decimal pointers have been improved and made clearer.

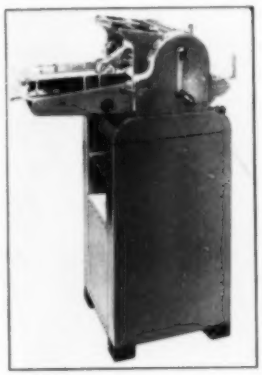
FANFOLD, Ltd. **Stand 12/29**

Continuous Progress. A new product being shown by Fanfold is their Speedotype continuous interfold stationery. Speedotype sets are independent ribbons of stationery, not connected together, and therefore excellent where documents need not be held together after typing. The forms can be used in any standard typewriter and certain accounting machines without the necessity for specialized equipment. The stationery is a particularly economical proposition for small installations which require up to approximately six copies. But the principal virtue of Speedotype is the fact that it removes the necessity of carbon pockets, as it enables carbons to be mounted individually on carbon blades in a special holder provided. These can be changed at will when there is any falling off in legibility.

Other Exhibits. Transkrit special carbonized forms, tabulating forms both in cut set and continuous styles, Fanfold continuous stationery and portable registers for hand-written use, together with a selection of auxiliary equipment.

FRANK R. FORD, Ltd. **Stand 26**

Revised Princess. The latest version of the Fordigraph Princess spirit duplicator has a number of new and interesting features. Many of the operations on the machine are performed automatically. Among these are the insertion and ejection of the master, feeding of the paper, counting the number of copies and application of the spirit. This is achieved by the use of rollers instead of wicks, pumps, taps or similar devices. The pressure roller is self-balancing which ensures evenness of reproduction. A ream of paper can be accommodated in the feed tray and speedy

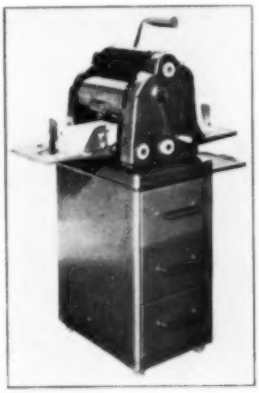


Latest version of the Princess

adjustment of the paper guides is provided by a finger-tip control. Minimum size of copy that can be reproduced is 1 by 3in., while the maximum is 9¼ by 16in.

Attractive Standard. The 1953 model of the Standard machine is efficient in operation and attractive in appearance. It is enclosed in a streamlined casing which has a light smooth enamel finish. Paper up to 9½ by 13in. can be printed. A graduated scale on the feed tray and cylinder allows true alignment with the master.

Other Exhibits. The Transfer portable spirit duplicator and Multilinex systems machine for production planning control.



Self-inking. Gestetner's new 260 model

GESTETNER, Ltd. **Stand 64/67**

Self Inking. Main feature about Gestetner's new model 260 duplicator which will be introduced on their stand is a synchronized self-inking mechanism. This mechanism automatically and infallibly delivers the precise amount of ink needed as each sheet passes through the machine. This means easier operating and consistently good reproduction no matter who operates the machine on how long a run. Another interesting point is the feed assembly which is of a completely new design. The feed board is die-cast and rigidly built and the rubber clad paperweight, paper guides and side adjustments all ensure better registration and better quality copies. The 260 has a maximum printing area of 13in. by 8½in. and takes a maximum paper size of 14½in. by 8⅞in. Other interesting design features are the self-adjusting feed, the automatic counter, the silent built in electric motor and the extra wide speed range—20 to 140 copies per minute. It is finished in an attractive grey colour scheme and the machine was styled by Raymond Loewy, the world famous industrial designer.

Other Exhibits. The Photo Scope new stencil making process and stencil duplicators and duplicating equipment.

G. H. GLEDHILL AND SONS, Ltd. **Stand 63**

Greater Visibility. Easier supervision of the accounts printed on the detail strip of this firm's type D cash register is provided by a new super-visible detail strip. The amount of each transaction is automatically printed on the strip as it is registered on the keyboard. If necessary, written particulars can be entered alongside the printed amount to provide a more detailed record of transactions.

Greater Capacity. Several models in the Gledhill range of cash registers have had their registration capacities increased. On some models capacity is now £2 19s. 11½d. instead of £1 19s. 11½d. Some of the larger capacity machines can also now accommodate an extra 20s. An interesting point is that these improvements have been effected without changing the price of the equipment.

Other Exhibits. Cash registers of all types, including autographic,

total printing, receipt or ticket issuing types.

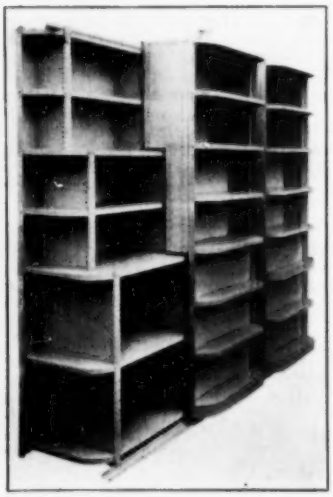
GLEDHILL-BROOK TIME RECORDERS, Ltd. Stand 63

For Small Firms. Developed to meet the requirements of small establishments is the portable version of the Clipper time recorder. Other machines shown will be signature recorders, providing autographic time records, and wall mounted card time recorders.

J. GLOVER AND SONS, Ltd. Stand 31

Stormor for Shops. The well known Stormor mobile shelving which has proved advantageous in saving space in both the factory and the office, has now been extended to the shop. A special design has been produced to meet shop requirements. By employing a number of these storage racks without gangways, the maximum use can be made of storage and display space. The back row of racks is a fixture, the others being movable units mounted on ball bearings and tracks. The shop equipment is constructed throughout of steel and available in a number of pleasing pastel shades and a variety of finishes. Corners are rounded and shelf edges chromium plated.

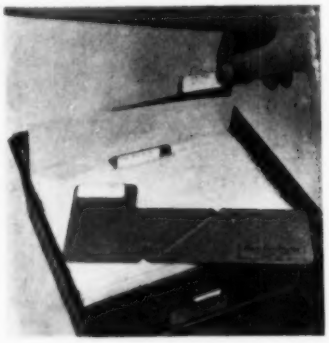
Other Exhibits. Steel storage equipment including card index cabinets, filing cabinets and steel partitioning.



Mobile shelving for shops

GORDON METAL FABRICATIONS, Ltd. Stand 9

Better Extraction. Simple in design and construction, the Unipull device nevertheless solves efficiently the tricky problem of extracting individual punched cards from files. It consists of a plate with an index tab in one of



Removes punched cards quickly

three positions along the top edge. Across the face of the Unipull is a diagonal trough in which an elastic band is fitted. The trough is so arranged that the band makes contact with the card either directly in front or directly behind itself. The friction between the band and the cards enables them to be withdrawn singly as required. Self-adhesive labels can be supplied for fixing to the index tabs. The devices are supplied in either horizontal or vertical form and can be used instead of or in conjunction with standard cards. They can be provided for use with any type or size of punched card.

Faster Pulling. The Multifile enables up to 16,000 cards to be stored in a small space and yet any particular card can be extracted quickly when required. The cards are broken down into as many as 480 units each separated by a guide card or a Unipull.

Cards Controlled. Supporting numbers of cards in trays and drawers is performed efficiently by the Card Controller. This consists of a metal plate with a spring-wire frame fitted with plastic rollers. The Controller can be withdrawn vertically and moved forwards, but it cannot be moved backwards by pressure from the cards.

Other Exhibits. Large capacity punched card cabinets in a variety of sizes and styles; trays, trolleys and other punched card accessories and ancillary equipment.

HALSBY and Co., Ltd. Stand 22

Forgers Foiled. Fraudulent alteration of cheques is virtually impossible when they have been written with the Protectograph machine. The amount is printed in acid-proof ink which cannot be deleted and the impression is also embossed into the paper. Besides providing protection against alteration the machine saves time and improves legibility. The Bank of England and many other large banks in this country and abroad are among the users of the machine.

IMPERIAL TYPEWRITER Co., Ltd. Stand 48

Latest Imperial. The newest Imperial standard typewriter, the model 65, will be exhibited at this stand. Among the special features of this machine are the entirely new ribbon feed which is driven by the movement of the carriage; the improved ribbon lift mechanism; improved typebars; and a redesigned keylever action which permits greater speed and quietness in operation. The 65 has a 92-character keyboard designed for modern business needs and incorporating many extra signs, such as "plus" and "equals", as well as several useful fractions. Special keyboard layout and signs

Many keyboard extras on the model 65

are available for scientific and professional work. Complete interchangeability of components also adds to the attractiveness of the 65.

Good Companion. The Imperial Good Companion portable will be shown in three models. The Good Companion 3 features a 92-character keyboard, Quickset margins, inbuilt keyset tabulator

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and adjustable touch. All portable machines are supplied with a neat and attractive carrying case.

Other Exhibits. Continuous stationery machine, hectograph carbon roll machine, dual feed special purpose typewriters, address stencil machine, and carbon ribbon attachment for lithographic reproduction and photographic work.

IBM UNITED KINGDOM, Ltd. Stand 68

Tape Controlled. A perforated band of tape controls the carriage of the model 421 electric accounting machine which will be shown by this firm. Changing the tape gives facilities for numbers of different accounting operations. Basic function of the machine is to prepare reports from information contained in punched cards. It adds, subtracts, lists and classifies information with totals and net balances and prints the results. The machine has 120 net balance counters, 100 alpha-numerical type bars and two 32 position memory units. Cards are accumulated at 150 a minute and three lines (at the rate of 100 lines a minute) can be printed from a single card. Used in conjunction with the summary punch control it can punch five summary cards

Superelectric time recorder by IBM

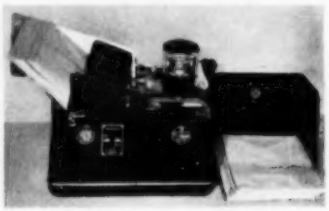
for any one total or as many as four classes of totals in one summary card. The model 421 either cross-foots the amounts in one card or totals four groups of cards before, during or after printing.

Powered Typing. Two models of the IBM electric typewriter will be shown. One of these—the Executive machine—is equipped with a type face which gives each character its correct amount of space according to its width. This gives typed matter the appearance of having been printed. All the functions of the machine are electrically operated, and up to 20 carbon copies can be obtained.

Other Exhibits. A range of punched card equipment including punches, verifiers, sorters, collators, interpreters, etc. Superelectric time recorders and equipment, Ticketograph production control systems and a watchman's time detector.

INTERNATIONAL COIN COUNTING MACHINE Co., Ltd. Stand 5

Electric Sealing. The latest product of this firm is the ES-5 envelope sealing machine. Its special



Seals envelopes up to 14 by 8in.

feature is that it will handle all sizes of envelope up to 14 by 8in. with either side or end flaps. Since hot water moistens the gum more effectively than does cold, the water in the reservoir is electrically heated and maintained at an even temperature. Thousands of envelopes can be sealed without refilling the reservoir. Push buttons control the electric motor which drives the automatic feed for the envelopes. The ES-5 measures 20 by 11 by 13in., weighs 40lb. and is finished in deep bronze-green enamel.

Sorts and Counts. Nearly £1,000 of mixed silver can be counted into bags every hour with the type F4 counting and sorting machine. Sixpences, shillings, florins and half crowns can be separated and recorded if required.

Other Exhibits. Envelope opening and sealing machines, coin and token counting and sorting machines, both hand and power operated.

PERCY JONES (TWINLOCK), Ltd. Stand 2

Latest Ledger. A newcomer to the very wide and extensive range of Twinlock ledgers is the Hercules thong ledger. Designed for extreme strength and endurance, its strong alloy clamping bars are lightweight for easy manipulation. Rubber edging is dovetailed into the covers and prevents scratching the desk or table. Nylon thongs are used and have been tested to the equivalent of 20 years' heavy office wear.

Mobile Majors. New Vetro Major mobile suspension filing cabinets to house quarto or foolscap folders will be displayed on this stand. The top of the cabinet is flat when the lids are closed and the latter slide into place and can be securely locked. When open, the lids drop down at each end of the cabinet, or supports can be fitted, by which operation they form tables at each end. These tables are strong enough to support such items as typewriters, etc. The trolley itself is strongly constructed and fitted with smooth running castors.

Impressive Display. A very comprehensive range of machine accounting equipment will be featured, including the Post Haste ledger, Presto and Post-Master posting trays. Other items include adjustable stands, mobile trolleys and safe housing equipment.

Other Exhibits. Many kinds of loose-leaf books and systems, sus-

Twinlock's new Vetro Major

pension filing systems, and visible record equipment for every business purpose.

KALAMAZOO, Ltd. Stand 47

Simplifies Statistical Work. The new Kalamazoo Summarizer has been introduced to ease the compilation and analysis of information from different sources. It avoids the transcription of figures, as the original forms themselves are used, and saves clerical time. Complete forms are placed on the Summarizer, each overlapping its neighbour and leaving one or more columns visible. A line-guide

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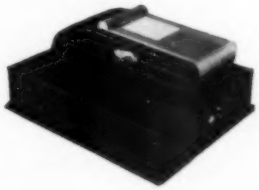
★ *You are cordially invited to visit* ***STAND No. 93***



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We specialise in the development and production of ***all*** types of high-class time-saving commercial stationery—Fanfold, Interfold, Carbon Snap Out, Transkrit Spot Carbonised forms for typewritten, mechanically addressed and tabulated or handwritten use. Our Technical Advisor, is a business forms specialist, and therefore able to give unbiased help and service, without obligation, on all forms problems. In short, we offer a ***five-star*** service in the design and production of business forms, systems and equipment to simplify your individual paperwork problem. On the opposite page, we give a brief summary of our products. Our research staff has produced a series of Survey Reports covering a wide range of applications for each product. One or more of these reports may be immediately helpful to you. Write now for the Survey Report dealing with your particular problem.

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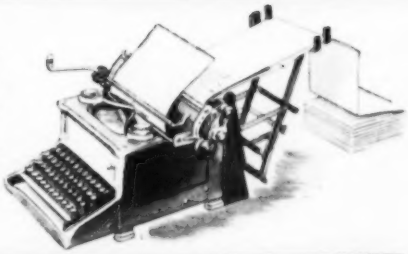
Transkrit is the finest and cleanest spot carbonised form product and will eliminate irrelevant information between copies where desired. In sets of forms, padded or continuous, a wide range of applications can be covered. Order / Invoice / Delivery / Advice Notes, Purchase Orders, etc.

Fanfold

Fanfold Continuous Stationery is the most economical type for large quantities of forms in sets of eight or more copies, comprising, for example, Statement / Invoice / Accounts Copy / Advice Note, etc.

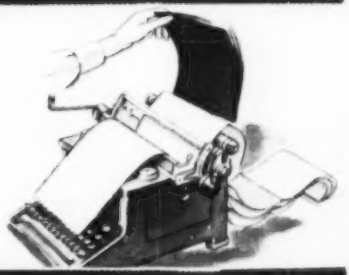


Tabulating

Fanfold Continuous Tabforms come ready for use either in continuous packs or in sets, with one-time carbons interleaved. Control punching and positive feed ensure perfect register on all copies. Unrivalled for Payroll, Sales and General Accounting, Statistical Reports, Invoicing, Stock Control, etc.

Speedotype

Speedotype Continuous (Interfold) forms can be used over any standard typewriter and obviate the use of expensive carbon pockets. They are ideal for medium quantities of forms in sets of up to six copies.



Register

Portable Registers are available in three sizes for handwritten records and give up to five clear copies in perfect alignment. Large form capacity and removable filing tray are unique features.

YS MS FOR SAVING TIME—LABOUR AND MATERIALS IN THE OFFICE

Eases work, avoids transcription errors

runs the full width of the equipment and enables the operator to cross-total quickly; the line-guide slides easily up and down. The bar on which the forms are mounted is reversible and interchangeable, thus allowing both sides of the form to be used with equal facility. This also means that a skilled operator can be working on one set of forms, while a junior can be getting a replacement bar ready to slip on to the Summarizer immediately the first run has been completed. As many as 13,000 items of analysis can be handled on the Summarizer at one time. Applications include analysis of sales, expenses, requisitioning, stock and inventory, production, manpower, costing records, etc.

Adaptable Posting Tray. Adaptability is one of the principal points of the Kalamazoo posting tray, as it can take cards of different widths. The mechanism gives maximum security to the contents at the same time allowing the cards to be handled easily for posting and reference. Both side rails of the tray can be dropped for off-setting.

Other Exhibits. Loose-leaf equipment, visible and strip indexes, machine accounting equipment, Copy-Writer book-keeping system, and Multi-Copy sets for invoices, orders, etc.

KAYE'S ROTAPRINT AGENCY, Ltd. Stand 97

Latest and Newest. The model R.30/90 Rotaprint duplicating and printing machine which was introduced at the B.I.F. will also occupy pride of place at the B.E.E. It is a modern version of the well-known R.30 model, and apart from being redesigned to give a very attractive and tidy appearance, it also introduces a number of interesting features. One special point is a central press-button control panel which reduces still further the manual effort needed to operate the machine. At the B.I.F. this model was working on

The press-button operated R.30/90

the stand and producing 5,000 sheets printed in seven colours on both sides and it will undertake a similar job at Olympia in June.

Other Exhibits. R.40 and R.70 offset litho duplicating and printing machines.

KODAK, Ltd. Stand 11

Recorder and Reader. The latest Recordak microfilm unit is a combined camera and reader. Designed for use on the desk top the

The FRIDEN SQUARE ROOT CALCULATOR

The first and only desk calculator to give square root by the depression of one key.

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SYNCHRONISED SELF-INKING
No other duplicator has this exclusive feature.

DESIGN
Precision built for long hard accurate service.

NEW FEED ASSEMBLY
Redesigned feed gives best registration ever!

SILENT PERFORMANCE
Built-in power unit drives the 260 in silence — can't disturb office staff.

Styled by Raymond Loewy, famous industrial designer.

FASTER PERFORMANCE
Extra wide speed range — 20/140 copies per minute.

the 'new' Gestetner 260 automatic

with synchronised self-inking

. . . and more than a dozen new features in design and construction. You have only to see the new 260 Automatic in action to realise that once again Gestetner have set new standards in duplicating efficiency.

'CROWNING ACHIEVEMENT'
an outline of this new Gestetner has just been published. We shall be glad to send your copy on application to:—

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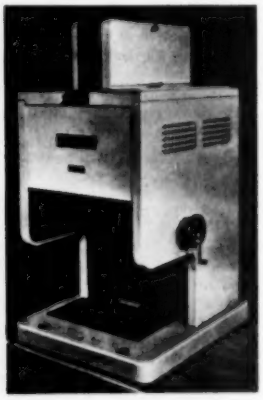
new machine can record 3,000 letter size documents on a 100ft. roll of 16mm. safety film. Documents up to 12in. by 14in. in size can be copied and the unit can also be used for copying from small bound volumes, etc. When the Microfilmer desk model is to be used as a reader, a viewing screen is lowered into position and the projector brought into operation by means of a switch.



Combined microfilm camera and reader

Cheque Control. Cheques, statements and other documents can be numbered, crossed and date stamped in one operation with the aid of a new machine. It is primarily designed for use in conjunction with microfilm recorders but it can be used independently. It is as compact and portable as a typewriter. Numbering, crossing and dating devices can be operated either together or separately. The positions of the different impressions made on the documents can be varied within certain limits. Documents up to 10½in. in width and of any length can be handled.

Other Exhibits. 16 and 35mm. microfilm cameras and viewers and films for this and other similar equipment. A high speed automatic 16mm. camera and viewer giving choice of reductions.

KOLOK MANUFACTURING Co., Ltd. Stand 3

For the Trade. Kolok—who are suppliers to the trade only—will be exhibiting their full range of carbon papers, inked ribbons, stamp pads and inks. Of particular interest will be their reinforced back carbon papers including Bicolour carbons which are coated so as to yield red and black copies. Made up carbon sets and rolls for billing, book-keeping and accounting will also be on view.

Other Exhibits. Reinforced margin carbons which are curl resisting and inked ribbons for all office machines and systems.

LAMSON PARAGON SUPPLY Co., Ltd. Stand 36/52

Economy the Keynote. Economy strikes a bold note on the Lamson Paragon stand this year. Saving of carbon paper has been effected by mechanical ingenuity in two different fields of mechanized multi-copy recording — punched card tabulators and autographic registers. In the case of the tabulators continuous lengths of one-time carbon paper have given place to an ingenious method of automatic carbon feed operated by the print mechanism of certain classes of tabulator. Called the Formaliner this controlled carbon form feed uses little carbon paper—and uses that little to the maximum advantage.

Carbon Feed for Registers. As referred to in the previous para-

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An EMPIRE Aristocrat allows you to transfer your thoughts to paper much more easily, more swiftly than hand writing; correspondence, notes or reports are neat and legible; carbon copies can be filed for future reference; and typewriting has a businesslike appearance —shows that you are methodical, efficient and businesslike yourself.

This personal typewriter is really portable; it can be placed in a desk drawer; or slipped into a brief case and carried on a journey.

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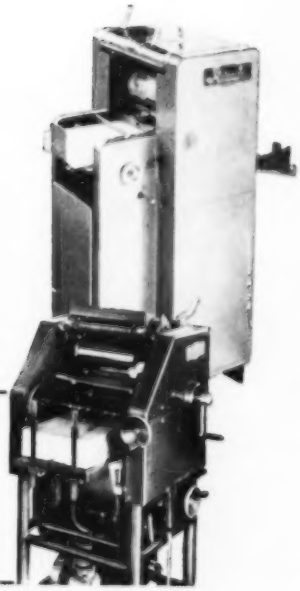
The New Rotaprint Model R30/90

. . . AND OTHER MODELS TO SUIT EVERY PURPOSE

The introduction of the new Rotaprint Model R30/90 gives to every business house the opportunity of producing its own print in the widest possible range from simple black and white stationery items to sales brochures in full superimposed colour. Absolute simplicity is secured in this superb new machine, with its press button controls and semi-automatic operation.
The convenience of running 50 to 50,000 copies at will, the high standard of quality and the versatility of Rotaprint machines are points which make the consideration of Rotaprint essential for every office. Other models are available to suit all purposes, including the finest form of duplicating direct from typescript on paper plates.
It'll cost you nothing to obtain more particulars, not even a sense of obligation. Fill in the Enquiry Form now.



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Please send, without obligation, printed specimens and full details of Rotaprint.

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Pin this enquiry form to your letterheading and post to Kaye's Rotaprint, Ltd., Honeypot Lane, London, N.W.9 B.5

graph carbon paper can also be saved in autographic registers through the introduction of an automatic carbon feed which is fitted to the latest model. This eliminates two undesirable possibilities: illegible copies through neglect to change the carbon surface and extravagant use of carbons either by changing the carbon surface too often or by withdrawing an excessive length of carbon in the process. Particularly attractive feature of this new device is that it can be fitted to certain models of the Paragon Register which are already in service.

Other Exhibits. Every kind of item which is associated with the preparation of multi-copy records, from a simple carbon copy book to a complex machine written set of forms.

LAWES RABJOHNS, Ltd. Stand 44

Drawback Overcome. Major drawback to the use of light-sensitive materials for office photocopying—the slowness of existing equipment — has now been overcome, this firm claim. With their new Monex office copier, dye-line copies are made in 5-10 seconds including development. The machine is of the rotary type and will take originals up to 16in. in width. It is compact in size and will stand on an ordinary typist's desk. It is so simple to operate that specially trained personnel are not necessary.

For Drawing Offices. Shown for the first time in this country, the Paragon Revolute Rocket is a combined photoprinting machine and processing unit. It is entirely automatic in operation and will produce prints of any length, fully processed, at speeds of up to 30ft. per minute. The equipment uses Admel ammonia gas developed materials.

Other Exhibits. Office and drawing office copying equipment for all purposes, Monex positive process materials, drawing office stands, draughting boards and all other drawing materials and equipment.

LEABANK CHAIRS, Ltd. Stand 98

Luxury for the Typist. Among the selection of chairs to be shown by Leabank will be their new K400 model for the typist. It has a large well-shaped seat and back, and is comfortably padded with felt and rubberized hair and attractively upholstered in leather-cloth or Bedford cord. Either of these materials is available in a selection of colours. The all metal frame is finished in metal-

Comfort for the typist, the K400

lic grey, cream or brown enamel. It is equipped with standard Leabank easy adjustments.

Executive Comfort. The latest chair for the executive is the K700

THE DISCS REVOLVE

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10 colours or 10 numerals —at a flick!

MULTI-COLOURED DISCS in Units slidably engaged on rails in frames, provide the fastest, most adaptable and dynamic planning board in the world.

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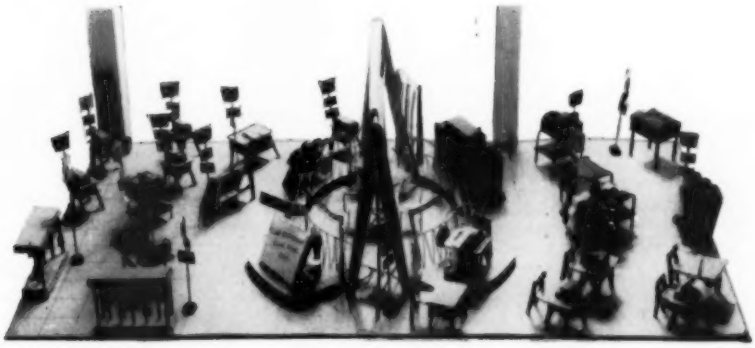
STAND No. 80A

PREVIEW of Business Efficiency



at the LAMSON PARAGON stand

We hope to have the pleasure of meeting you at stand No. 36/52 which you see pictured above. The photograph is of a scale model of the Lamson Paragon exhibit : the advertisement went to press several weeks before the opening of the Business Efficiency Exhibition.

Although they are not distinguishable in the photograph, there will be several new and rather revolutionary innovations among the Paragon exhibits, ranging from a completely new system of Continuous Form Feed for Tabulating Machines to a vastly improved style of duplicate book.

If you are unable to visit the exhibition we do most cordially invite you to see the Paragon Representative who calls upon you. He will be pleased to demonstrate our new ideas for reducing costs and improving the efficiency of routine recording, checking and accounting.

AN INVITATION

The coupon is for your convenience

Please send me ☐ tickets for the Business Efficiency Exhibition free of cost.

M .....

COMPANY .....

ADDRESS .....

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LAMSON PARAGON SUPPLY CO. LTD.
BRITAIN'S LEADING MANUFACTURERS OF
BUSINESS FORMS

PARAGON WORKS, LONDON, E.16

PHONE : ALBERT DOCK 3232 (Many Lines)

FACTORIES AND ASSOCIATED COMPANIES THROUGHOUT THE WORLD

design, which has a simple mechanism enabling the user to adjust it to his own requirements to give maximum support and comfort. The frame is strongly constructed of steel alloy castings, is fitted with castors and available in any one of three colours. The seats and arms are of cushioned foamed rubber and the back pad is padded with felt and rubberized hair. It can be had covered in Vynide, Bedford cord or Vaumol hide.

Other Exhibits. Chairs and stools for the office and factory.

LONDON LETTER FILE Co., Ltd. Stand 4

Well Held. Although this company will be featuring their complete range of Tenet filing equipment, one of the most interesting items will be the Tenet permanent binder. This has self-locking posts ensuring the speedy and effective binding of loose sheets of any size. In addition to the permanent model there are the Tenet Lockstitch and Two Post binders which are intended to accommodate sheets not of sufficient importance to justify the use of permanent binders. A feature of all models is that they allow loose-leaf sheets to be bound easily and inexpensively in the office without the use of tools or appliances.

LONDON OFFICE MACHINES, Ltd. Stand 20

Versatile Register. Built around a standard basic machine the Sweda cash register can have numbers of features added to suit individual requirements. Operation is electric and an itemized ticket can be issued. The machine is particularly useful where sales statistics of several assistants or lines are required in self service canteens, department stores, etc. Counters can be fitted to show the number of customers served by each assistant and the number of different items sold. Keys for taking each assistant's total and grand or sub-total facilities are also available. Capacity of the Sweda is a farthing short of £1,000.

Crisper on Tape. Standard quarter inch tape is used as the recording medium on the Tape-Riter machine. The manufacturers claim that this improves the quality and crispness of speech reproduction. The tape is held in a special detachable cartridge which clips into a space on top of the machine. Each cartridge will take half an hour of dictation and when it is exhausted it can be changed for a fresh one in a matter of seconds. Operation is simple because there are only two controls.

Hand Calculator. Although small enough to be held in one hand and weighing only 12 oz., the Curta calculator has quite a large capacity; sums can be figured which give a total of 15 digits in the product dials. Other features are that the dials are clearly visible and that tens transmission is available throughout.

MANIFOLDIA, Ltd. Stand 45

Repetition Avoided. The repetitive entry of figures, etc., in various book-keeping and accounting operations is eliminated by the use of the Manicopy recorder. The various documents are clipped in place on the base of the device and information is automatically registered in the correct places by means of carbons. Payrolls, receipts, cheque writing, sales and purchase

Multo The one hand calculator

A low priced calculator for every need

Splendidly built
Easy to operate
Four models

See it on Stand No. 24
OLYMPIA

FULL DETAILS FROM :

AN ADDO PRODUCT

BULMER'S (CALCULATORS) LTD. 7-8 POULTRY LONDON, E.C.4 Phone: Central 3611

Secure and Efficient

—Milners make it

FOR A CENTURY and a half, Milners have been making equipment for men who know the meaning of security—from the Duke of Wellington to his present successors in the War Office. The same skill and craftsmanship that has made Milners famous for Safes also goes into the making of every smallest part of their astonishingly wide range of steel equipment.

Whatever you need for your office, be it a wastepaper bin or an 'X'-ton Safe, Milners will supply it. What is more, if it is made by Milners, it is bound to be brilliantly designed, a pleasure to look at and built to last a lifetime.

So if you want a pleasant spacious office with a place for everything and a general air of swift, silent efficiency, then you will need steel equipment by Milners, the makers of over a million Safes.

The 'MILCRAFT' double pedestal desk

This distinguished desk measures 60" x 34" x 30½". Amongst its many features are interchangeable filing drawers on anti-friction ball-race suspension slides and box drawers, pull-out shelves, detachable w.p.b., secretary's recess, adjustable levelling screws and a unique plastic top covering.

Milners

range of Security Equipment includes:

Safe Deposits.
Treasury Doors.
Strong Room Doors.
Reinforced "Vee" Bar Strong Rooms.
Precast concrete block Strong Rooms.
Fire-resisting Book Room Doors.

●

Bankers' Safes.
Burglar-resisting Safes.
Fire-resisting "Document" Safes.
Steel Safe Stands.
Night Safes.
Safe Filing Cabinets (3 and 4 drawers).
Wall-Cupboard Safes.
Brick Safes.
Post Office Boxes.
Cash Boxes.

●

Steel Rolling Shutters.
Fire Shutters.
Party Wall Doors.

Milners

range of Steel Equipment includes:

Filing Cabinets.
Mil-Span Suspended Pocket Filing System.
Filing Cabinets with built-in 'Safe Compartment'.
Card Index Cabinets.
Plan Filing Cabinets.
'Milcraft' Desks.
'Milcraft' Tables.
Telephone Tables.
Chairs.
Storage and Stationery Cupboards.
Sliding Door Cupboards.
Bookcases.
Wardrobes.
Steel Letter Trays.
Partitioning and Doors.

Milners

THE FINEST STEEL EQUIPMENT YOU CAN BUY

See our Stand 82/96 at the Business Efficiency Exhibition, Olympia, or for further details phone, write or call

MILNERS SAFE CO. LTD., HOLBORN VIADUCT LONDON, E.C.1. Telephone: CENtral 0041/5

ledgers and sales records are a few of the jobs that can be done more quickly and efficiently by the use of this equipment.

Fanfold or Interfold. Continuous stationery of either fanfold or interfold style can be used with the Maniwriter manual desk unit. The statements, etc., printed on the continuous pack are made out by hand on the sloped writing board. The carbons are held in position by interchangeable metal blades and they stay in the same place whilst up to 20 forms are written out.

Other Exhibits. Continuous stationery, continuous stationery attachments, continuous stationery registers, spot carbon forms, book-keeping systems and equipment.

MERCEDES STERLING BOOK-KEEPING AND CALCULATING MACHINES, Ltd. Stand 87

Dual Calculator. Outstanding feature of the Numeria calculator is that it can perform all normal calculations in decimals plus direct adding, subtracting and limited multiplying in sterling. It is claimed that no special training is needed to be able to operate the machine. A feature which makes for accuracy is that

Numeria handles decimals or sterling

results are clearly shown in the product dials whilst all the factors leading to them are still visible. The operating keys are made of plastic and have a pyramid shape. The machine weighs only 13½lb. and occupies a desk space of 9 by 8in.

No Carbon Needed. Up to five original ribbon-written copies can be produced by Mercedes Sterling all-electric accounting machines by virtue of a patented double ribbon device. This feature eliminates carbon paper and allows, for example, statement, copy statement and ledger copy in sales ledger work to be produced as original documents.

Another interesting feature of the machine is that the outbuilt computing register design enables 20 or more vertical adding and subtracting columns to operate in conjunction with the cross-footer mechanism.

Other Exhibits. Accounting machines for many different applications, coin counting and issuing machines and the Mercedes electric typewriter.

MILNERS SAFE Co., Ltd. Stand 82/96

Functional Desks. Among the range of steel furniture exhibited will be a completely new range of desks and tables known as Milcraft. These units have been carefully designed to eliminate square edges and sharp corners. Desks will be of a completely functional nature. Among the outstanding features are plastic top, full width foolscap pedestals, interchangeable drawers offering a wide selection of drawer arrangements, back panel of the desk recessed for use by a secretary or visitor and—an optional facility—a wastepaper receptacle fitted in the knee-hole recess.

Improved Cabinets. A range of improved pattern filing cabinets with four, three and two drawers

GOOD CRAFTSMANSHIP is its own advocate—and as proof, we still find ourselves with a waiting list of keen folk who are sure that an excellent thing is well worth waiting for. Their patience has been well tried, but we can only say that as their names are reached, they will have the best duplicators it is possible to obtain.

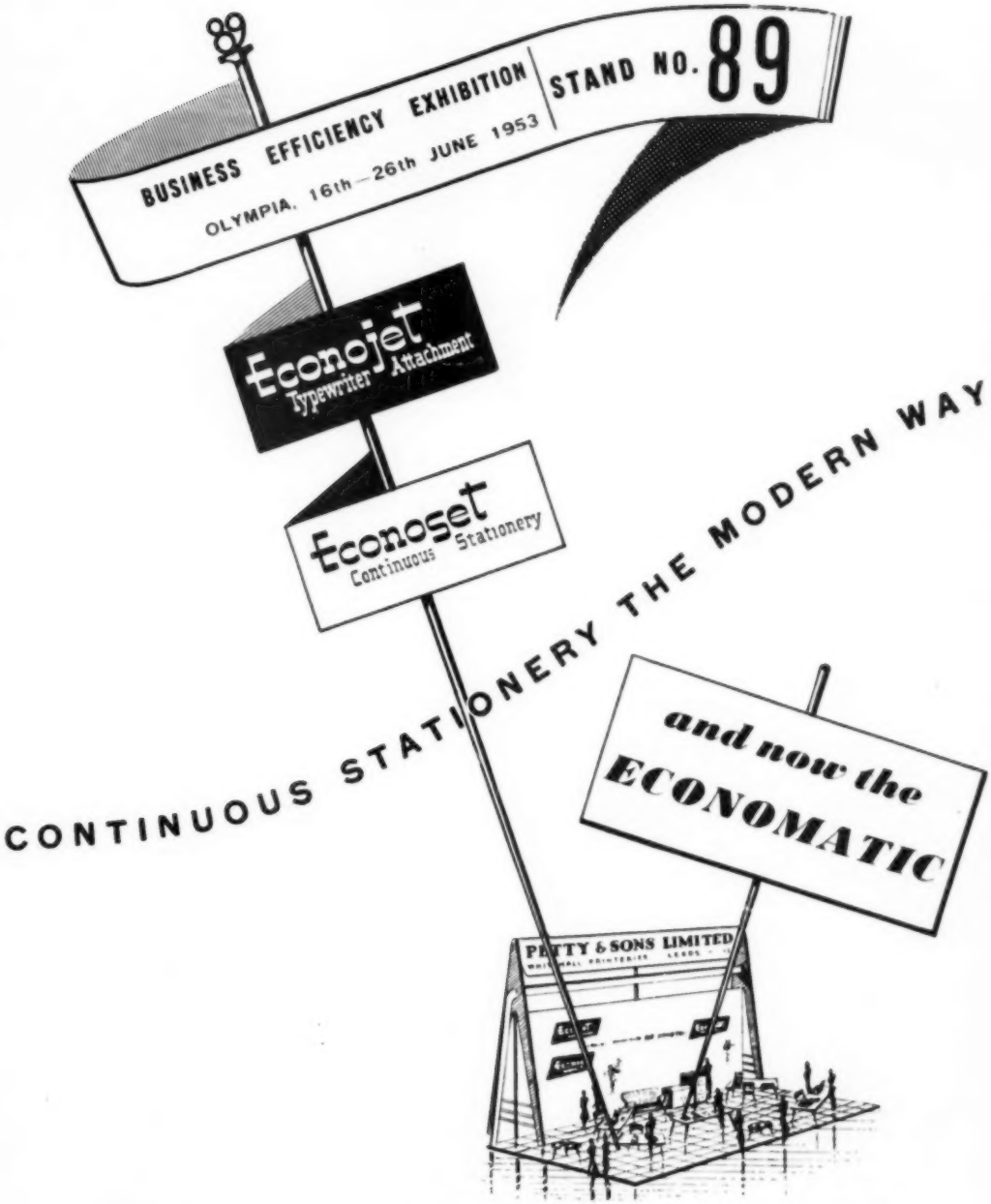
These machines are fully guaranteed for 10 years. The M100E shown here is power-operated, feeding faultlessly from more than a ream of duplicating paper. It has also a world-patented, fully automatic inking system which will give neat and beautifully fine copies from start to finish and its self-acting counter will immediately switch off from duplicating as soon as the pre-set number is reached. Speed and pressure are variable, reproducing all types of work—each copy exactly alike and equally excellent—of anything that can be written, drawn or typed and we shall be glad to give further details on request.

Gillams

DUPLICATOR COMPANY LIMITED

8 DEAN STREET, LONDON, W.1 • Telephone : GERrard 4556

STAND No. 103—BUSINESS EFFICIENCY EXHIBITION



PETTY AND SONS LIMITED

WHITEHALL PRINTERIES, LEEDS 12

Telephone: LEEDS 32341

The functional Milcraft desk

will be displayed and there will also be seven, nine and 11-drawer card index units, special legal files for housing documents, three-drawer Jumbo files and composite cabinets combining foolscap filing with card index drawers.

Impressive Exhibits. On the security side Milners will feature a full-size strong room door of the type supplied to banks and large commercial companies in many parts of the world. It has a stainless steel finish and is complete with Architrave to match, crane hinge and full compression gear. Other products in this category will include two heavy cash safes, each fitted with a unique type of lock and both actuated by push button control. There will also be safes controlled by Milners' new patent Manifoil combination lock.

Other Exhibits. Desks, counter height cupboards, wardrobe units, pigeon hole cupboards, plan files, chairs, double panel steel partitioning, furnishing accessories, Milspan suspended pocket filing system, safe deposit boxes and fire and burglar-resisting safes.

MONROE CALCULATING MACHINE Co., Ltd. Stand 105

Automatic Simplicity. Among the many calculators manufactured by Monroe, one of the most interesting is the Monro-Matic model CAA-10. Although the machine is simple to operate and quite portable, all the essential features are automatically controlled. The keyboard has ten columns and there are ten upper answer dial places and 20 lower ones.

Other Exhibits. Hand-operated adding/calculators, electric adding calculators and automatic calculating machines.

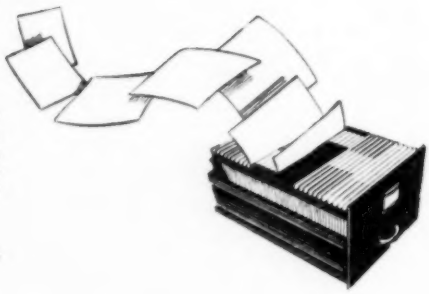
MOORE'S MODERN METHODS, Ltd. Stand 16

For Wages and P.A.Y.E. The Totax combined P.A.Y.E. and wages system will be one of the special features of Moore's stand. On one sheet the full entries for wages and all income tax details are recorded, thus dispensing with detailed weekly tax cards while an arrangement of slotted columns for total gross pay to date and total tax due to date avoids referring back to previous weeks' entries. There are two rulings for wages and one for salaries and sheets can be designed to suit the requirements of an individual business.

Comprehensive Selection. Examples of the 200 stationery rulings designed to fill the accounting and record keeping needs of every business will be featured, together with loose-leaf binders and ledger outfits ranging from pocket size (3 by 6¼in.) to as large as 13 by 16in. There are improved four post binders with metal backs and laminated Plastik covers with cabinets to match.

Binding Cases. Among the many different styles of covers for printed matter will be the Mooreslip binding case. This development enables wire-stitched printed sections to be bound without using a punch and when opened the pages lie perfectly flat, the finished

They just fall into place!



Yes, it's almost as marvellous as that! The titles of the files in the Expandex system show up so clearly that filing is done rapidly - and pleasurably. And of course papers are equally easy to find. All in all, a great stimulus to office efficiency

- **Full Visibility of titles to ALL pockets in ALL drawers.**
- **Files selected at a touch.**
- **Adaptable to all makes of vertical filing cabinets.**
- **Patented positive free movements through telescopic End-pieces.**

Your enquiries are welcomed. Quotations without obligation.

EXPANDEX VISIBLE FILING COMPANY LTD.

94, BAKER STREET, LONDON, W.I.

TELEPHONE: WELBECK 3966.

Maybe

Maybe that bottleneck in your office will not be removed by putting an extra girl into the department. Maybe the real answer in terms of economics is a rearrangement of your equipment — maybe complete replanning is indicated. If you have any doubts as to the efficiency factor of your offices the services of the Roneo experts are freely available to resolve them for you. They can put at your disposal fifty years' experience of economic office planning — always up to date, and covering every aspect of commerce and industry.

OFFICE PLANNING & EQUIPMENT

"RONEODEX" VISIBLE CARD RECORDING SYSTEMS

VISIBLE STRIP INDEXING

"FLYWEIGHT" MACHINE POSTING EQUIPMENT

VISUAL CHARTS

VISIBLE-80 FILING SYSTEM

STEEL OFFICE PARTITIONING

FLEXIBLE UNIT DESKING

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STAND 42/46 · BUSINESS EFFICIENCY EXHIBITION · OLYMPIA

RONEO

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TSW205A

effect being similar to that of a casebound volume.

Other Exhibits. M.M.M. visible strip index, loose-leaf covers, equipment and precision stationery for accounting machines, Moorespeed binders and stands, Super-Fleet trays and trolleys, Mooresafe with lightweight trays, Fleet-Rail with a trolley that runs on rails and Moore-Visible packs and trays.

MULDIVO CALCULATING MACHINE Co., Ltd. Stand 90

New Madas. Among the various Swiss-built Madas calculators which will be displayed is the new hand-operated keyboard model. Others in the range are semi-automatic and fully-automatic electric models. A typical example is the 20 ATG, which has a capacity of 10 by 10 by 20, and has four registers and is fully automatic in all its functions.

Hand or Electric. Hand or electric versions of the Add-Master adding/listing machine will be exhibited. One of the principal features of the Add-Master is the simplified 12-key keyboard. Other points are direct subtraction, credit balance, automatic whole number key, and the "O" feature, which eliminates many key depressions and saves time.

Other Exhibits. Six different models of Britannic hand-operated calculating machines.

NATIONAL CASH REGISTER Co., Ltd. Stand 37/51

New Adding Lister. The latest addition to the National EN range of machines is the model 51. This is a two-total duplex machine which can be applied to numerous book-keeping and accounting jobs in businesses of all kinds. It is all electric and one of its outstanding features is that addition or substraction can be made to take place simultaneously in both accumulators. This is made possible through the total selection controls.

Smaller 31. Most interesting among the National accounting machines will be the newly arrived Class 32 model. This is a smaller version of the famous Class 31 machine and it has only four or six totals instead of 10. Basic feature of the design has been left unaltered in that the more complex forms of accounting and statistical work which involve the analysis of entries and the computation of the number of balances on the same record can still be carried out.

National's class 31 accounting machine

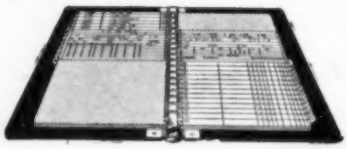
Coins Separated. In a different category to the firm's other products comes the cash sorter. This is a simple plastic device made up of a number of inter-locking trays. Coins are placed in the hopper at the top. The sorter is then shaken and the coins fall through and the different denominations are retained in the appropriate tray. Up to £100 of silver can be handled in a few minutes.

Other Exhibits. Cash registers

LOOSE LEAF SYSTEMS

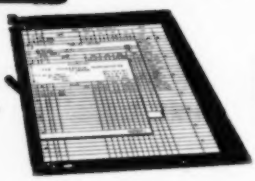
for every need! Turn to Twinlock for time saving ideas and efficient systems. The Twinlock range, probably the largest of any one manufacturer in the world, includes equipment for all needs.

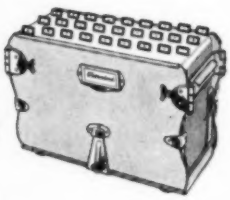
SALES AND PURCHASE LEDGERS ● WAGES SYSTEMS ● LEDGER POSTING SYSTEMS ● MACHINE ACCOUNTING EQUIPMENT ● VISIBLE SYSTEMS ● LOOSE LEAF CATALOGUE COVERS ● SUSPENSION FILING SYSTEMS



BUSINESS EFFICIENCY EXHIBITION
Olympia,
June 16th—26th
See what Twinlock can do!
Stand No 2

Beside the range of standard equipment, Twinlock produce loose leaf books, forms and systems to special requirements.





Twinlock SYSTEMS

PERCY JONES (TWINLOCK) LTD., 37 CHANCERY LANE, W.C.2 CHAncery 8971
Branches: MANCHESTER, GLASGOW, LEEDS. FACTORIES: BECKENHAM, KENT

THE BRANDT AUTOMATIC CASHIER . . .

is introduced not as a new system of coin paying, but as the only means of accurately speeding up existing methods whatever system you adopt for your wages paying.

All coins are loaded into the coin columns of the machine and the operator simply presses

ONE KEY for whatever amount is desired from ½d to 9/11d. There are 120 keys and these are conveniently arranged for rapid and accurate selection. The saving of time, coupled with complete accuracy, cannot be over emphasized, and we welcome a preliminary appointment to discuss your own particular wages system.

R.A.L. LIMITED
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COIN-COUNTING...

COIN-SORTING...

LETTER-OPENING...

ENVELOPE-SEALING...

ICC machines do these jobs quickly, accurately, economically.

ICC equipment, time and labour-saving, takes up the minimum amount of space, and can be easily operated by a junior.

Judge for yourself the efficiency of these machines in action on

Stand No. 5 at the BUSINESS EFFICIENCY EXHIBITION

Olympia, London, June 16th-26th, or let us arrange a demonstration.

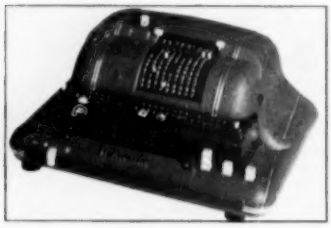
International
Coin Counting Machine Co. Ltd.
Alexandra Road, Enfield,
Middlesex. Tel: Howard 1886

of many types and capacities and the National credit sanction system.

OFFICE MACHINERY, Ltd. **Stand 74**

Short-Cut Calculator. Newest machine on this stand is the Hamann Automat S calculator. One feature of this German-built machine is the automatic short-cut multiplication. By cutting the revolutions needed for a calculation by 40 per cent., this saves time and wear and tear on the machine. A single key controls operations for both multiplication and division; both these functions are fully automatic.

Plastic Lightweight. In contrast to the previous machine the Contex adding machine is hand-operated and is made of plastic. Its weight is only two pounds, yet it has a capacity of five figures and is speedy and accurate.



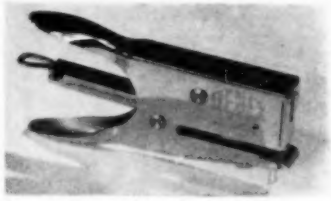
Automat S. Less turning saves time

Other Exhibits. Hand operated calculating machines, the Rex Recorder dictating machine, the Rex Rotary hand or electric, ink or spirit duplicator, Checker cheque writing machine and tubular steel office chairs.

OFREX, Ltd. **Stand 55**

Holds and Dispenses. New conception in the design of packages for cellulose tape is represented by this firm's Compac device. It is made of plastic, holds a 36-yard roll of Speedfix tape and can also be used as a convenient desk or pocket dispenser. As the tape is pulled out, a delivery chute falls forward and clips in position. The chute has a serrated edge which is used for cutting off the desired length of tape.

Grip Stapler. Suitable either for permanent or temporary stapling (i.e. the staple ends can be bent either inwards or outwards) is the new Model 110 pliers. It is compact and light and can be carried in the pocket. It has a large staple capacity and is finished in chromium plate.



The 120 stapler for office or industry

Heavy Duty. Similar in general design is the model 120. This is a heavier type of plier with a large jaw and throat capacity for both office and industrial use.

Other Exhibits. Stapling, numbering and dating machines, punches, edgebinders, cellulose tape, ribbons and carbons and other office supplies and accessories.

OLIVER TYPEWRITER MANUFACTURING Co., Ltd. **Stand 21**

Quieter Typing. One feature of the Oliver model 21 standard typewriter is the rubber dust top. This not only serves the purpose

DEFINAC ACCOUNTING

is the pioneer method of multiple entry systems. ONE operation records two, three or even six entries, furnishes control sheets and yields statistical data for managerial action.

Made to the measure of YOUR individual needs, instead of being mass-produced, DEFINAC methods cover EVERY department of the counting house, from Monthly Statements over Ledgers, Pay Rolls, and Stores to Factory Costing, and are used in all kinds and every size of commerce, industry and administration.

DEFINAC VISIBLE

makes every card instantly accessible and entirely prevents mis-filing. As a Vertical Visible Record, it combines the compactness and high capacity of the conventional posting tray with its own unique features.

Originating as an adjunct to Definac Accounting, where users always had the benefit of visible cards, it has by now become widely appreciated as MACHINE POSTING equipment. We exhibit a new range of posting trays and trolleys and would ask you to note that Current records are converted without re-writing.

Definac

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LONDON, W.C.I

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SEE US AT STAND No. 61 (Tel. FUL 7624)

GET at the FACTS SPEEDILY
by using the
RIGHT FILE for the JOB !

¶ The means to this end are available in the wide range of Files and efficiency aids set out for your inspection on the Stolzenberg Stand.

You are invited to bring your own particular problems to:—

The Business Efficiency Exhibition, Olympia, Stand No. 15

THE STOLZENBERG PATENT FILE CO., LTD.,
14 Queen Victoria Street, London, E.C.4.
Phone: CITY 1078

BRANCHES: MANCHESTER NEWCASTLE-ON-TYNE BIRMINGHAM GLASGOW

HERMES
SWISS
PRECISION TYPEWRITERS

a paillard product

See them at Stand No. 72.

The name HERMES is renowned the world over for quality. In design, performance and general efficiency HERMES typewriters are really outstanding. The HERMES Ambassador—a most up-to-date standard typewriter embodies many new features and practical innovations, e.g. the Automatic Carriage Return and Line Spacing overcomes fatigue and saves time.

The HERMES 2000 is a most efficient Light Office Model. Its unique features include Keyset Tabulator and Automatic Margins. It costs only £30 including a cloth cover, and there is no Purchase Tax.

Before you decide—ask our representative to call and show you the Hermes range.

B.T.L. Office Equipment Distributors Ltd.

Head Office & Works:
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Tel: West Bromwich 0781/2.

London Office & Showrooms:
31/33 High Holborn, W.C.1.
Tel: Holborn 0936.

of keeping the mechanism clean, but it also deadens the metallic noise made by the machine. Four carriage lengths between 10 and 18in. are available. All the machines have a Keyset keyboard tabulator and either Pica or Elite type faces can be supplied. Black or grey ripple finishes are alternative.

Strong Portable. Base of the portable model is a strong yet light aluminium die casting. This machine has a two colour ribbon and stencil switch, and is also available finished in two alternate colours.

OLYMPIA OFFICE MACHINE (SALES), Ltd. Stand 86

New Standard. Making its appearance in this country for the first time will be the Olympia standard typewriter. The machine is claimed to have a number of features which make typing easier, quicker and more efficient. The keyboard has 46 finger form plastic keys and all the key tops are spring loaded. Individual touch control is provided by means of a lever incorporated in the keyboard. A straight right hand margin can be achieved without supplementary equipment, by means of the space bar

New Olympia makes for easier typing

and a two-step escapement. An eight-stop decimal tabulator is operated by one "set" key and one "clear" key. There is also a vertical tabulator which is instantly adjustable to between 1 and 18 spaces. The normal carriage is 10 inches in length. Others—12, 15, 18 or 24 inches long—can be supplied. The standard Olympia is enclosed in a dust excluding streamlined case which is finished in a pleasant shade of green.

Streamlined and Soundproof. The beautifully styled casing of the new Olympia electric sterling adding machine has a functional as well as an aesthetic purpose. It acts as a sound proofing shield which makes the machine quiet in operation. The figuring mechanism operates so quickly that it is the operator's ability that dictates the working speed. Capacity is 11 columns for setting with 12 figures. Negative addition, subtraction and balancing can be performed, and minus items and negative values are automatically printed in red. Since the machine weighs only 20lb., it is readily portable.

Other Exhibits. SM2 and SM3 portable typewriters.

OWEN AND RANDALL (STOR CABINETS), Ltd. Stand 88

Safe and Systematic. For the filing of small components including cash, papers, instruments, etc., Owen and Randall will be showing their all steel multi-drawer cabinets. These are available with drawer heights from 2in. to 10½in., each stack of drawers being secured by a special Yale cylinder lock.

OZALID Co., Ltd. Stand 104

Photocopying Developments. Something of a revolution in office copying methods is foreshadowed, this firm think, by a product which they have recently placed on the

Time Control by the

International Master Clock Time System

Independent of fluctuations in electricity supply, the Master Clock sends out impulses each minute to all units on the circuit, these are reinforced by hourly Automatic Supervision, an exclusive International feature ensuring that . . .

International Time Recorders, Secondary Clocks, Time Signalling and Time Indicating Equipment, show the Right Time, all the time with every unit uniform, without manual supervision

IBM UNITED KINGDOM LTD.
formerly trading as
International Time Recording Co. Ltd.
8 BERKELEY SQUARE, LONDON, W.1. *Telephone: MAYfair 2004*
Where the clock chimes and the nightingale sings in Berkeley Square
Showrooms and offices also at Birmingham, Manchester, Leeds & Glasgow
INTERNATIONAL WORKS, BEAVOR LANE, HAMMERSMITH, W.6

I used to be the office typist

. . I'm the OFFICE TYPE COMPOSITOR!

You could call me a 'one-girl department', really. With my electric Varityper I produce master copies of all my firm's stationery—from routine forms and circulars to the latest issue of our monthly catalogue. I can change my style of type in literally two seconds, and line spacing, leading, column width and margin justification are all automatically controlled.

My finished copy is the reproduction copy, ready for printing by direct plate, photo-offset or stencil method.

But that's only half the story. I'd like to tell you more about my Varityper and the work we do. Then you'll realise why so many 'one-girl' departments like mine are being set up in businesses large and small throughout the country.

Drop me a line or ring me at

VARI-TYPER DISTRIBUTORS (Gt. Britain) LTD.

ALDWYCH HOUSE, LONDON, W.C.2. HOLborn 2014

Vari-Typer

THE OFFICE COMPOSING MACHINE

Off the Peg OR MADE-TO-MEASURE?

(CUSTOM-BUILT IF YOU LIKE)

SOME things can be standardised to fine limits, mass produced and distributed. We do this for our Electric Typewriters and Calculators.

On the other hand we have never found a really satisfactory way of handling ACCOUNTS MECHANISATION problems on these lines even after a quarter of a century's experience. In this specialised field we find the individual survey leading to the *exact* equipment is the only solution.

Mercedes analyse each case and supply a "made-to-measure" answer which does the work the way YOU want it, whilst still giving all the checks, proofs and labour saving of modern machine methods.

To prove this we invite you

(*a*) If mechanised, to have an impartial, objective, non-selling report on what you are getting

(*b*) If not mechanised, to consult us for equally honest advice as to what can be achieved.

You can lose nothing—for there is absolutely no obligation to you.

You may find something which will save you time and money for years to come.

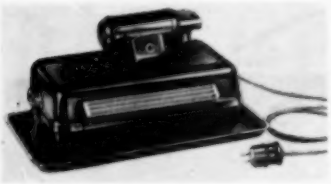
Here are some of the things successfully handled by Mercedes Machines :—

Invoicing, Cut Forms or Continuous Length. Sales, Purchase and General Ledger Accounts with or without Analysis. Stock Records, Cost Accounts. Payroll and P.A.Y.E. Records. Gas, Water and Electricity Accounts. Banking and Insurance Work. Calculating routines and many other special applications.

MERCEDES

STERLING BOOKKEEPING AND CALCULATING MACHINES LTD.

11 LUDGATE CIRCUS, LONDON, E.C.4.
Tel: CENtral 7351 (PBX)



Ozarapid fast developing unit

market. Known as Trancopy it is a transparent, high quality paper and is used for original memos, invoices and other office documents which may need to be copied at a later stage. Matter can be typed, hand written or drawn, in ink or pencil.

The production of copies from the Trancopy original is very simple and a copy of the original is obtained in less than a minute. The process is most suitable where up to 25 copies are required.

If necessary a Trancopy master can be produced from carbons at the same time that a duplicating stencil is being cut. It can then be filed in case extra copies are wanted after the stencil has been destroyed.

Other Exhibits. Reflex and diazo photocopying units, dry and semi-dry developing units, sensitized materials of all kinds.

PETTY AND SONS, Ltd. Stand 89

Easy Attachment. The Econojet typewriter attachment makes it possible to use continuous stationery on standard typewriters without in any way interfering with their normal use. A unique feature is that normal sheets of carbon are used and these move smoothly from each completed set of documents to the succeeding set. A new principle also ensures tight alignment of all copies without necessitating unsightly holes in the documents.

More Copies. Called the Economatic, this new development is primarily designed for users requiring more copies than would normally be obtainable using standard typewriters. It is for use with typewriters fitted with lifting platens and is capable of producing nine and 10-part sets.

Other Exhibits. Econorite, which is a new and simplified autographic register for industrial and commercial use.

PHOTOSTAT, Ltd. Stand 33

Operated by Novices. Special photographic knowledge is not required to operate the Model 4 machine being introduced on this stand. Originals are placed on the copyboard and the exposure is made on sensitized material held in roll form in the magazine. The exposed negative is then wound down into the processing units incorporated in the machine and after washing and drying the print is ready for use. Copies up to 18 by 24in. can be obtained and originals can be either enlarged or reduced.

One Step Positives. When using Duostat autopositive paper, a black on white copy is obtained in one step. The usual negative stage is eliminated. The material also has the advantage that reasonably good reproductions can be made from poor or faded originals.

Other Exhibits. Rapid semi-dry processing units and a range of equipment for the photographic copying of documents, plans, etc.

POWERS-SAMAS ACCOUNTING MACHINES (SALES), Ltd. Stand 56/73

Twenty Developments. This year Powers-Samas will be presenting no fewer than 20 developments in punched card accounting equipment at the B.E.E. Prominent

Solve record-keeping problems this way

Use the 'Recordak' Microfilmer to photograph cheques, correspondence, etc. — any document up to 12 × 14 ins. — on to 16 mm. microfilm. And use the same machine to make quick and easy reference to the processed film records. This method of record-keeping regains 99% of the filing space used for original bulky files. 3,000 letter-size documents can be photographed on one 100 ft. reel of microfilm. Normal documents can be microfilmed at the rate of 1,500 per hour.

The 'Recordak' Microfilmer will also operate in conjunction with an adding machine, permitting documents such as cheques to be totalled and microfilmed simultaneously.

'RECORDAK' MICROFILMER DESK MODEL

RECORDAK DIVISION OF **KODAK** LTD.

Adelaide House, London Bridge, London, E.C.4. Tel: MANsion House 2226

and at 11 Peter Street, Manchester, 2. Tel: Blackfriars 5713.

'Recordak' is a registered trade-mark

Letters are your best representatives when they are neat and well-typed. Such good letters must come from a good firm. Imperial typewriters produce work of a very high standard and make the sending out of good letters an everyday affair. Good design, precision manufacture and scrupulous testing ensure that every Imperial typewriter conforms to the highest standards of efficient performance. Imperial service is constant, comprehensive and painstaking; and you inherit the whole service when you buy an Imperial typewriter.

Imperial

We invite you to visit our Stand (48) at the Business Efficiency Exhibition, Olympia

Made in Britain by British Craftsmen

IMPERIAL TYPEWRITER COMPANY LIMITED · LEICESTER

CRC 10

Elliott

AT

OLYMPIA

Here is an opportunity to see the ELLIOTT system for yourself, and to fully appreciate the many exclusive features together with the latest range of Addressing machines including the Special Junior Pay Roll machine, the Heavy Duty E.R.P. and many other models to meet all classes of work.

Reliable Machines
Durable Address Cards
Clean and Light to handle
Small Storage Space
Perfect Printing

STAND No. 43a

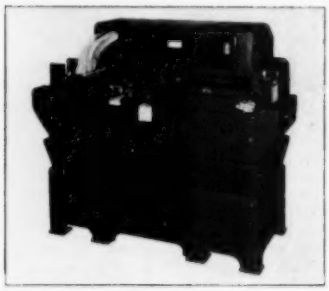
BUSINESS EFFICIENCY EXHIBITION

Should you be unable to visit us then write or 'phone now for special information booklet on the ELLIOTT system "1905 until to-day".

ADDRESSING MACHINES HAYWARD LIMITED

62, BRITTON STREET, CLERKENWELL, E.C.I.

Phone: CLE 5961/2



High speed adding machine. Adds at 400 cycles a minute

among these is a high speed adding machine which is claimed to be the fastest punched card adding machine in the world. It feeds punched cards, senses and adds quantities and amounts in sterling at a speed of 400 cycles a minute.

All New. Another development is the pneumatic sensing punch. This "robot" senses pin holes made in the cards and automatically punches into the card the information represented by the pin holes. An adjustable pin wheel feed will be seen which takes any width of paper within certain maximum and minimum limits, and in addition has a two-space control permitting a 25 per cent. saving in stationery cost. Also of interest will be the completely new 65-column tabulator of outstanding performance and incorporating numerous refinements.

Other Exhibits. A variety of new equipment together with a representative selection of machines from their standard ranges of 65-column, 40-column and 21-column equipment; also ancillary equipment and office furniture.

REMINGTON RAND, Ltd.
Stand 35/53

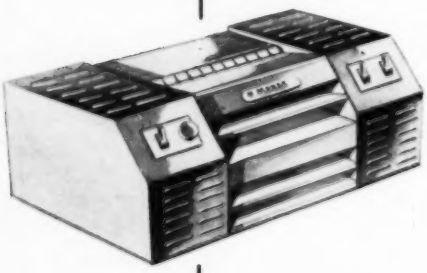
Accent on Filing. Emphasis will be placed on the large range of filing systems that Remington Rand have to offer. They answer every kind of commercial and industrial management need. They can provide alphabetic, geographic, subject or numeric systems. Among the examples that will be seen are Veriadex, an up-to-date alphabetic filing system and Speedac visible suspension filing equipment. Numerous useful aids to filing will also be in the display such as the filing shelf, filing stool, sorters, etc.

Photo-copying. One section of the stand will be devoted to Remington Rand photo-copying equipment. The kemflex is a compact unit for producing duplicates of any document up to the size of 18 by 14in. quickly and cheaply. The Dy-flex printer is a dual-light source machine that incorporates the Remflex process and a dye-line unit in one equipment. The Dy-flex enables an inexpensive copy to be made from practically any type of document.

Other Exhibits. Safe products,

Remington Rand's Dy-flex model

STAND 44 WILL SHOW THE NEW



MONEX
OFFICE
COPIER

FOR RAPID REPRODUCTIONS
LAWES RABJOHNS LTD

IBM Electric Typewriters

are enabling users to secure

- up to 20 carbon copies at one typing
- up to 30% increase in typing output
- up to 90% reduction in typing effort
- uniform stencils without extra care
- a perfectly even type impression irrespective of the typist's touch

For further information ask for folder 229/2 sent without cost or obligation

IBM UNITED KINGDOM LTD.

formerly trading as

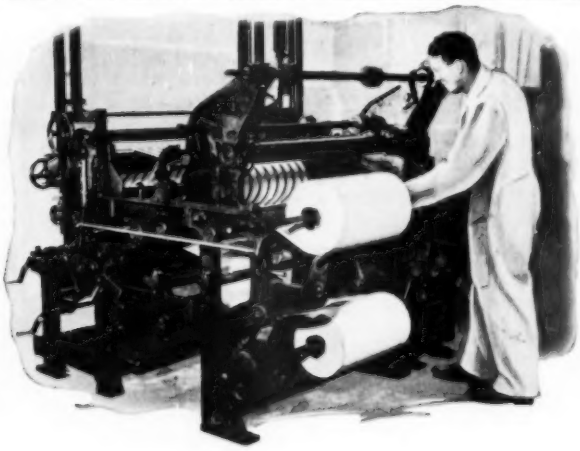
INTERNATIONAL TIME RECORDING CO., LTD.,
8, BERKELEY SQUARE, LONDON, W.1

Where the clock chimes and the nightingale sings in Berkeley Square

Telephone : MAYfair 2004

Showrooms and Offices also at Birmingham, Manchester, Leeds and Glasgow

HEAD OFFICES—INTERNATIONAL WORKS, BEAVOR LANE, W.6



Carbon papers are coated in the roll, overall or in strips, on one or both sides, in up to three degrees of sensitivity, eight colours and ten weights, for all systems, machines . . .

KOLOK

KOLOK MANUFACTURING CO. LTD.

ROCHESTER WORKS, TARIFF ROAD, TOTTENHAM, LONDON, N.17.

TEL: TOTTENHAM 3315. CABLES: 'KOLOK', LONDON.

accounting machines, typewriters, office furniture and shelving, graphic control systems, production control systems, card indexing equipment, visible record systems, photographic documentation equipment, filing systems and equipment and office supplies.

RONEO, Ltd. Stand 42/46

Desks to Suit Work. Visitors to the Roneo stand will be able to see the adaptability of Roneo flexible desking. This range of components—tops, pedestals, drawers, etc.—enables desks to be tailor-made to suit a particular function without extra cost, and at the same time maintaining a unity in design and appearance. Some idea of the versatility can be seen from the fact that there are four types of drawer which can be combined to form six different arrangements in a pedestal. Alternatively the pedestal can be completely open for large books, etc., or it can be turned into a cupboard. There are 10 sizes of desk tops; pedestals are available in two sizes but the same drawers and other fitments are interchangeable into either size. One new point is that this year Roneo are adding a new cream finish to the attractive range

Cream without extra cost

Teleprinter Stencils. A new product is the Teleroll, which enables stencils to be cut on a teleprinter as messages are received. It is designed for use on standard Teleprinter and Telex machines, the stencils being cut as the message comes through. The actual Telerolls can be made up to suit the requirements of the user and are designed to give one or more direct carbon copies of the master message in addition to the multiple copies duplicated from the stencils on a Roneo 500 machine.

Other Exhibits. Duplicators, addressing and office printing machines, filing cabinets, cupboards, partitioning, steel shelving, visible recording systems, machine posting equipment and filing systems.

RONEO-NEOPOST, Ltd. Stand 62

Insurance Franking Simplified. The value of the Neopost National Insurance franking machine has increased through the introduction

Simplified procedure, increased value

of a new procedure for its use. The Ministry have adopted a vastly simplified procedure which virtually eliminates all form filling whilst losing nothing of the security against loss or misuse of stamps which has made the machine so popular.

Other Exhibits. Neopost postal franking machines, Neopost

PRINT **YOUR OWN INSURANCE STAMPS!**

SAFER, QUICKER AND CHEAPER TO OPERATE THAN THE STICK-IN-THE-MUD, STICK-ON-STAMPS WAY

Think what a cumbersome, slow, antiquated business it is buying hundreds of pounds' worth of stamps, storing them, counting them, checking them, sticking them—all the time being wide open to loss from carelessness, theft or fire.

Compare the safety, security and economy of Neopost.

One machine with interchangeable franking units covers all contribution rates. All payments are made to the M.N.I. by crossed cheque. Every stamp printed is automatically recorded. There is nothing to lose. You can buy or rent, just as you wish.

Ensure accuracy in your insurance stamp records by installing Neopost now.

neopost

NATIONAL INSURANCE MACHINES
POSTAL FRANKING MACHINES
CHEQUE SIGNING MACHINES

See them on STAND No. 62
BUSINESS EFFICIENCY EXHIBITION
OLYMPIA

TBW 22

RONEO NEOPOST LTD · 34/35 HIGH HOLBORN · LONDON W.C.1

DO NOT FAIL TO SEE OUR LATEST MODELS
OF THESE HIGH QUALITY BUSINESS MACHINES

at B.E.E. Stand 20

London Office Machines Ltd.

128-131 TERMINAL HOUSE : GROSVENOR GARDENS : LONDON : S.W.1

TELEPHONES SLOANE 1061, 1625, 3268, 3274

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Calculating Machines

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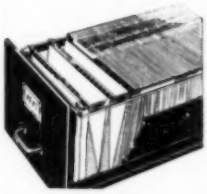
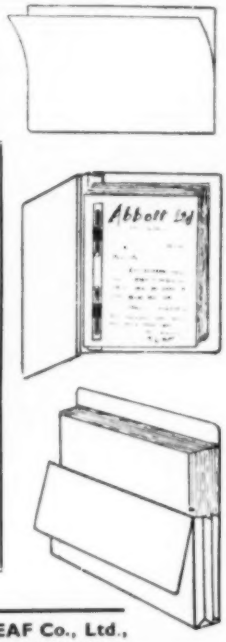
TAPE-RITER
Dictating Machines

GUIDEX
FILING SUPPLIES
From a Square Cut Folder to the complete Visible Suspension Filing System

MERLIN





All good Stationers and Office Equipment Dealers recommend

FILING SUPPLIES

THE TRADE LOOSE LEAF Co., Ltd.,
GUIDEX WORKS, 99-102 BRADFORD STREET,
BIRMINGHAM 12.

CLOTHING LOCKERS
Cupboards, Storage Bins,
Industrial Steel Shelving.
Makers of Steel Storage Equipment for 25 years
JOSEPH WESTWOOD & CO., LTD.,
Napier Yard, West Ferry Road, Millwall, E.14.
Phone: EASt 1043 (4 lines)

cheque signing and signature machines.

H. M. ROSE and Co., Ltd. Stand 79

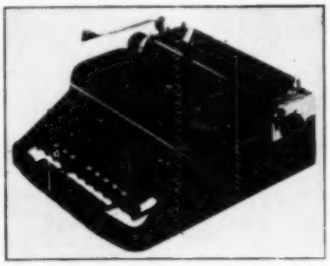
Three Inkings. Typewriter ribbons manufactured by this company are available with three degrees of inking—light, medium and heavy. In addition special inkings can be made to order. Normal length of the ribbons is 12 yds. They can also be supplied for use on accounting and addressing machines.

Other Exhibits. Typewriter, pen and pencil carbon papers, stamp pads and endorsing inks.

ROYAL TYPEWRITERS. Stand 19

Easy Dictation. So drastic are the alterations made to the Dimafon dictating machine that the redesigned model is virtually a new machine. The appearance has been greatly improved and the machine now has an attractive plastic case. Its weight has been reduced to 16lb. and many refinements have been introduced which make for easier operation and better performance. The tone and on-off controls have been combined. The volume control and telephone record switch are identical and the record and play-back buttons are ingeniously put together and show a red or green light according to the position the machine is switched to. A double sided everlasting disc with a ten minute capacity is used for recording. A simple telephone recording device can be arranged to amplify the conversation through the machine's loudspeaker. Making corrections is very simple and pressing the playback button causes the machine to run backwards at twice normal speed. The erasing magnet is permanent and has a double-sided construction which not only enables speech to be erased, but also removes "crackle" from the cleaned disc.

Completely redesigned



The modern Diana. A portable with standard features

New Portable. Added to the Royal range of typewriters is the Diana portable machine. Simple and modern in appearance, it has a standard keyboard and many of the features of an ordinary office machine. These include triple line spacing, right and left hand segment shift, carriage release levers at both sides, and three position ribbon selector. Pica or

FRANKOPOST
Postal Frankers

Frank ALL your post!

A FRANKOPOST eliminates the use of postage stamps and gives complete control over postal expenditure, free advertisement space and can be justified by a post of 10-20 letters per day.
Full details of low cost hand or electric models which frank all classes of post, including parcels and airmail, can be obtained from :—

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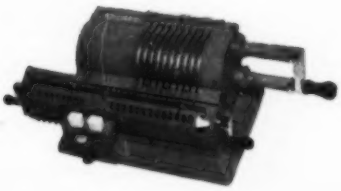
ORIGINAL-ODHNER



"The Machine to Count On"

The Original-Odhner" will soon prove an able assistant to any busy executive, for any calculating problem can be transferred to it and solved immediately. Easy to operate, the "Original-Odhner" is well known for its great efficiency and many thousands are in daily use all over the world. It will take you only a moment to find out more about these wonderful time-saving machines. *Models for every purpose from £35. No Purchase Tax.*

Ask for a Demonstration at Stand No. 72

Introducing the *NEW* Odhner Electric Sterling Adding and Listing Machine. New features — Quiet — Speedy — Accurate.

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Office Equipment Distributors
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National

. . . the other word for **CONTROL**

ACCOUNTING MACHINES, ADDING MACHINES,

CASH CONTROL & CREDIT SANCTION EQUIPMENT

BUSINESS EFFICIENCY EXHIBITION

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June 16—26

THE NATIONAL CASH REGISTER COMPANY

206-216 Marylebone Road, London, N.W.1

In a few seconds

INTEREST COMPUTED IN STERLING

AND LEDGER POSTED AND PROVED

. . . . *all in* **ONE** *operation*

At Stand No. 37/51 is a new Interest Computing and Ledger Posting technique which demonstrates yet again the extraordinary versatility of the **National 'Class 31' Direct Entry accounting machine.** Of special interest to Building Societies, Saving Banks, Co-operatives and all concerned with Share, Dividend or Mortgage Ledger Posting operations.

STAND 37/51

LIMITED

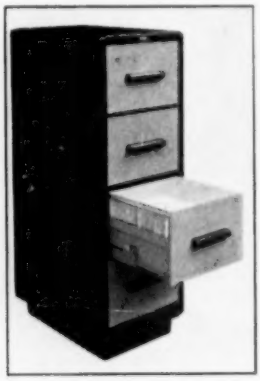
and all principal centres

Elite type faces can be fitted, and keys and space bar (this is let into the frame) are of plastic.

Other Exhibits. Various standard and portable typewriters including both new and rebuilt machines.

RUBERY, OWEN and Co., Ltd. Stand 98

Top Quality. The modern steel office furniture manufactured by Rubery, Owen is divided into two grades, one for the administrative office, the other for the general office. The administrative range is defined by an exclusive styling employing rounded corner panels on filing cabinets and desks. The suite comprises single and double pedestal desks, typists' desks, two and four-drawer filing cabinets and office tables. They are available in duo-tone colours which give them a very pleasing appearance.



Two-tone filing cabinet

For General Use. The standard range of equipment for the general office includes two and four drawer filing cabinets in quarto and foolscap sizes, double and single pedestal desks, office tables, cupboards, lockers and wardrobes with alternative finishes of mauve-brown or olive green.

Other Exhibits. Lockers, wardrobes, shelving, desk trays and wastepaper bins.

SANKEY-SHELDON, Ltd. Stand 65

Imposing Furniture. Designed for the use of the important executive, the Director steel desk is both functional and impressive in appearance. It is constructed in metal and has an overhanging top so that other people can sit beside the desk in comfort. The top is covered in non-slip linoleum and each pedestal has three drawers and a slide for taking notes, etc. The metal-work can be finished in olive green or grey, whilst the tops can be in one of four colours; green, grey, black or terra cotta.

Other Exhibits. Typists' and general office desks and tables in metal, filing cabinets, partitioning, lockers, shelving, seating, etc., for a variety of uses.

THE SHANNON, Ltd. Stand 38

Linked or Separated. Some people like concertina style files whilst others prefer the pockets to be separate. With the Shannolink filing system an ingenious link device enables either or both systems to be used. Thus all the "A's" can be linked, whilst remaining separated from the "B's" or the files could be grouped and linked in tens. Again if more than one file is needed for a subject or individual, these could be linked. The folders are suspended on metal frames and have a full width tab for visual information and colour coding.

Saves Writing. Unique feature of the Visicopier device is that it can

Sumlock Limited

INVITE YOU TO INSPECT

THEIR NEW RANGE OF

Electric Calculating Machines

AT THE

Business Efficiency Exhibition

STANDS NOS 34 & 54 · JUNE 16–26

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BRITISH
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"RETALKER"

The NEW
OFFICE DICTATING
MACHINE

EASY TO USE
SMALL & COMPACT
LOUD SPEAKER
REPRODUCTION
TYPIST'S EARPHONE
POSITIVE POSITION
INDICATOR
SIMPLE SPEED CONTROL
TELEPHONE PICK-UP

★ *A low-priced recorder that rapidly pays for itself by saving in labour costs alone*

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36 VICTORIA STREET - LONDON, S.W.1
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A PRODUCT OF BRITAIN'S LARGEST MANUFACTURERS
OF NUMBERING AND COUNTING MACHINES

HARDENED & GROUND DRIVE SPINDLE
STAINLESS STEEL TIE BARS
FIGURE DESIGN GIVES MAXIMUM LEGIBILITY
HARDENED STEEL RATCHETS

STAINLESS STEEL PARTITION PLATES
STAINLESS STEEL RESET SHAFT

The
HIGHSPOT
of
PRECISION QUALITY
in small reset
COUNTERS

ENM

An ideal counter for all types of Office Machinery, fly presses, ticket issuing machines, etc. Full details on request.

ENGLISH NUMBERING MACHINES LIMITED
DEPT. 3.B. QUEENSWAY ENFIELD MIDDLESEX
TELEPHONE HOWARD 2611 5

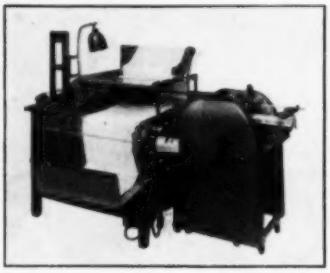
be used for multiple posting, etc., of visible records without removing them from their normal housing. For instance, ledger accounts, day books and statements can all be filled in at a single writing.

Other Exhibits. A wide range of files and filing systems and equipment, visible records systems of all kinds, office furniture, steel cupboards and shelving and office accessories

W. H. SMITH AND SON, Ltd.
Stand 91

For Addressing Machines. This firm will feature a new continuous stationery attachment for Addressograph or Adrema addressing machines. It is a simple and flexible device which does not obstruct the operator and which is automatically geared to the print-and-skip of the addressing machine. This enables a continuous form feed to be used for any addressing job.

Tabulator Attachment. Another new piece of equipment is an attachment incorporating a new sensing device which can be fitted to a Hollerith tabulator. This can be pre-set to "throw" automatically to the first writing line of



New continuous stationery attachment

each new form, regardless of how much or little has been written or tabulated on the previous form.

Dual Feed. The Alacra dual feed mechanism can be fitted to all popular makes of typewriter. It enables two quite distinct continuous forms to be typed simultaneously, but spaced individually.

Other Exhibits. The Alacra Linefinder and a complete range of Alacra continuous stationery and form feeding devices.

THE STANDARD OFFICE SUPPLIES Co.
Stand 84

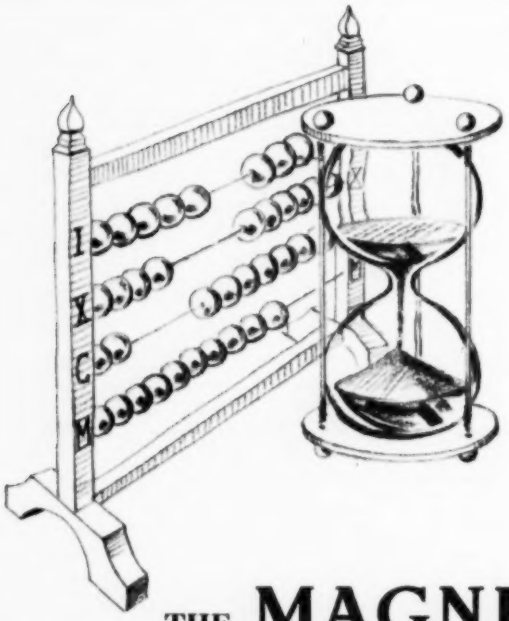
Coloured Staples. Most staple manufacturers have, up to the present, confined their production to tinned and copper wire staples. Standard Office Supplies have departed from the conventional by introducing coloured staples. They will be showing standard size staples (½in. crown, ¼in. leg), which can be used in many stapling machines, in a range of colours, such as red, blue, green, and gold. The manufacturers believe that they will not only appeal to the office user, but will also be welcome in the industrial field.

Takes Them Out. A small but useful item of equipment for the office is the Ace staple remover. It overcomes the difficulty of extracting the staple from paper or other material easily and simply.

Other Exhibits. A wide range of Ace stapling machines for operation by hand, foot or electrical power, steel office equipment, the Gladiator guillotine, carbon papers and the Drillit paper drill.

STOLZENBERG PATENT FILE Co., Ltd.
Stand 15

Rapid Collation. Simple device that can save much time in accounting departments is this



Counting the Cost

Modern costing and accounting methods are of no avail without full and accurate data. The Magneta M.16 Time System can provide this—it is much more than just another "Clocking-in Device". Let us tell you about its many features, which commend it to modern industries large and small.

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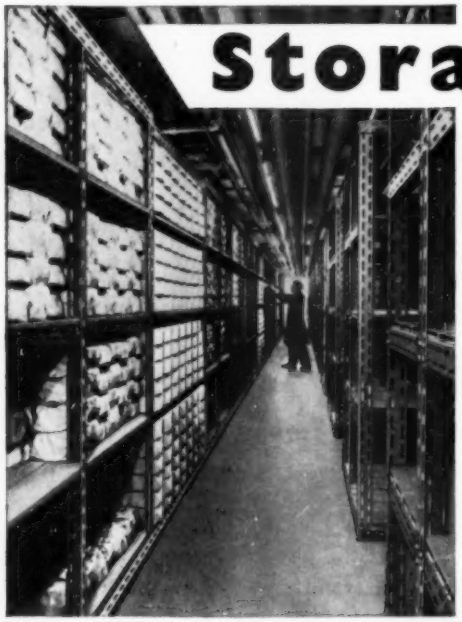

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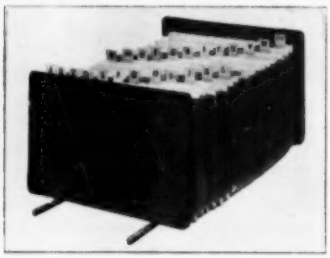

For quick collation

firm's collator which is used for sorting and collating invoices before entering them in ledgers. It opens in concertina fashion on extension arms and measures only 14½ by 10¾ by 3½in. when closed. It is supplied with 24 alphabetically tabbed, or 31 date tabbed pockets.

Other Exhibits. Flat files, pockets and folders for correspondence, documents and reports, interscrew post binders, perforators, transfer cases, steel filing cabinets, and wooden desks.

SUMLOCK, Ltd. Stand 34/54

Two New Sumlocks. Two additions to the Sumlock range will be shown for the first time at the Exhibition. These are the Duolectric and the Unilectric. Both machines are electrically driven but one has only one dial, whereas the other has a pair. Only two levers are needed to perform the usual functions on the Duolectric electric adding calculator. One lever allows addition or subtraction into the upper register, whilst the other one allows both registers or the bottom one only to be cleared. Power is supplied by a non-continuous-running, silent electric motor. Capacity of the machines is 12 key columns (13 figures in the dials) and the weight of the bigger machine is only 25lb.

Certain Posting. System of posting ledgers which eliminates the human factor from this work is known as the CertoPost method. A special version of the Figureflow calculator is used with the system. This machine allows information to be posted in code as well as in figures and this code is so arranged that an absolute check of all transactions is available.

Other Exhibits. Key driven adding/calculating machines, Plus adding machines, and P.A.Y.E. systems.

THE TAN-SAD CHAIR Co. (1931), Ltd. Stand 41

Principal's Chair. Called "The chair that the top executive deserves and the chair which deserves the top executive," the latest Tan-Sad model embodies the most up-to-date principles of scientific design. Dimensions and shape of the seat and back-rest have been carefully developed to allow correct posture while at work, and comfortable relaxation when desired, irrespective of the proportions of the user. A special feature is that the back automatically adjusts itself to pressure without the chair seat moving. Upholstered in hide, moquette or bonide, it has foam rubber seating.

Other Exhibits. Office and factory occupational seating.

T.S. (OFFICE EQUIPMENT), Ltd. Stand 76

Ingenious Typewriter. Several features of the Adler standard universal typewriter (now being distributed by this company) are unusual and ingenious. For instance, a margin justification device allows a straight margin to be typed on both sides of the page—right as well as left. This is achieved without the need for

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See these on Stand No. 23, Business Efficiency Exhibition Olympia, June 16th—26th

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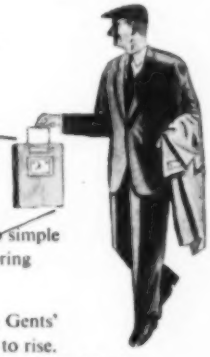

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Margins can be justified

inserting extra spaces, and can be used without difficulty by any typist. It makes the typewriter particularly useful for cutting stencils and preparing litho plates.

Unusual Calculator. Unusual in appearance and layout, the Embee Peerless calculating machine will be shown in a number of versions. These range from the hand-driven model 10 to the model TA which carries out all functions (including division) automatically.

Accounting by Typewriter. Mechanized accounting is brought within the reach of the smallest firm by the Adler typewriter accounting machine This is basically a manually-operated typewriter and can be used as such. When it is required to perform some accounting operation—such as posting transactions to ledger cards and a day book sheet—an attachment (known as the Autoliner) is clipped in position on the typewriter carriage. A lever feeds the card to the platen and automatically positions it on the first vacant line. This automatic positioning is made possible by a series of holes punched down the left hand margin of the card.

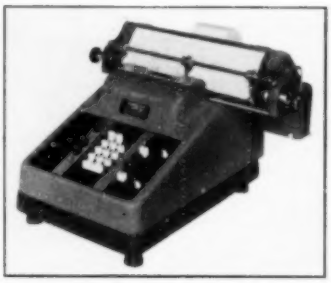
UNDERWOOD BUSINESS MACHINES, Ltd. Stand 14/28

Faster, Finer Typing. Among the various typewriters being exhibited by Underwoods will be their All-Electric model, which is equipped with the scientifically designed Finger Flight Keyboard. Its complete electrical operation results in more work of finer quality, and less fatigue for the typist.

Good at Figures. The recently developed Underwood Sundstrand Statistical Tabulator is a versatile machine which has a number of interesting features. It is designed for dealing with comprehensive analysis work, statistical reports and summaries in all sections of commercial, industrial, and administrative undertakings.

Sundstrand Portable. The Underwood Sundstrand Portable accounting machine is all-electric and fully automatic and brings the advantages of comprehensive mechanized accounting within the reach of the smaller business. It is equipped with an 18in. dual feed carriage, a 12-key keyboard and combines high speed and simplicity of operation.

Other Exhibits. Standard typewriters, adding machines, account-



Sundstrand statistical tabulator

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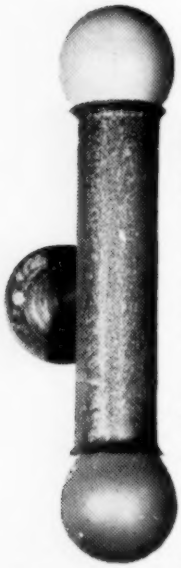

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ing and book-keeping machines, billing machines, cheque and receipt writing machines, the Underwood Elliott-Fisher writing machines and office supplies.

UNIFOLD MAILING MACHINES, Ltd. Stand 43

Ready for Posting. Among the mailing machines manufactured by this company is the model L which is capable of folding documents, inserting them into the envelopes, and turning and sealing the flaps at high speed. It can handle documents ranging from 4 by 4in. to 8½ by 13½in. and envelopes up to 9 by 4in.

Other Exhibits. Folding, collating and inserting machines.

UNIVERSAL POSTAL FRANKERS, Ltd. Stand 6

Making its Debut. Exhibited for the first time will be the new low cost Simplex Major desk model postal franker. This machine prints any value of postage from ½d. to 1s. ½d. in one impression and therefore it provides small mailers with a truly multi-value machine. Any one of its 25 values can be instantly selected on the dial. Higher values can be obtained and therefore the machine will frank the postage required on letters, parcels and airmail.

For Big Users. Most impressive in the range of franking machines to be shown will be the Pitney Bowes high speed franking and sealing machine which is capable of handling up to 15,000 letters per hour.

Quick Counter. Another new piece of equipment on this stand will be the new British model of the Totometer counting and imprinting machine. These functions are carried out at speeds up to 55,000 an hour and it is claimed to be infalliby accurate.

Latest model. The Simplex Major

Other Exhibits. Frankopost franking machines from large models to the Simplex Minor.

FRANK WILSON & Co. Stand 81

Space-Saving Files. Development of ordinary suspended files is represented by the Railex system. In this the folders hang sideways from rails and title tabs are fixed at an easily visible position on the front edge of each. Numbers of rails can be fitted in shelves or in cabinets which can be supplied in a variety of designs and capacities. Since there are no drawers to be opened, it is claimed that the Railex system requires up to 50 per cent. less space to store a given number of papers.

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Other Exhibits. Files, folders and wallets of all descriptions, binders, transfer boxes, etc.

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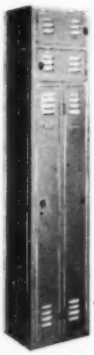

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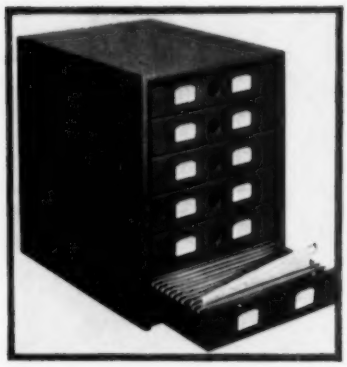

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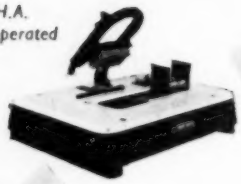

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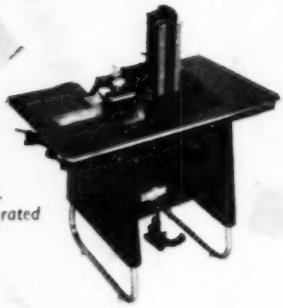

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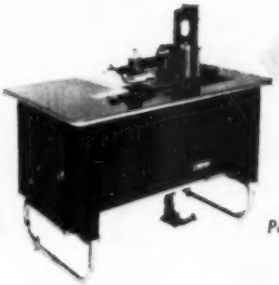

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